This checklist is designed to guide you through the RESEA Review Meeting\* observation process. Use it to ensure proper documentation of your observation and for subsequent sharing with MassHire Career Center (“MCC”) staff.

**\*The RESEA Review Meeting can be conducted in-person or virtually in accordance with applicable Unemployment Insurance (“UI”) eligibility rules at time of review. For virtual appointments, cameras should be turned on. Telephone meetings should be a last resort (e.g., identity verification can be problematic).**

**Form Instructions**

This RESEA Review Meeting – Observation Checklist is a fill-in form. To complete the form, perform the following:

1. Position your mouse pointer/cursor over the first form field. 2. Enter text or check/uncheck a box (e.g., form fields are highlighted). 3. Press Tab to accept the field change and go to the next field (or Shift+Tab to go to the previous field). 4. Complete all form fields, sign, and date the document. 5. Resave the file with a new name (e.g., Save As), location, and file type – for example, Word document or PDF.

|  |  |
| --- | --- |
| Observation Date & Time | RESEA Specialist |
| Click or tap here to enter text. | Click or tap here to enter text. |
| MOSES ID | RESEA Reviewer(s) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | |

RESEA Review Meeting Requirements

Method used for RESEA Review Meeting observation?

☐ In-Person ☐ Virtual

Comments – Add below

Click or tap here to enter text.

Complete a RESEA Review Meeting Observation Checklist to verify mandatory RESEA program requirements are met by the jobseeker in accordance with applicable UI eligibility requirements. Electronic signatures/emails are acceptable when services are delivered virtually.

☐ RESEA Review Meeting | MassHire Career Centers MUST complete the following action items.



|  |  |  |
| --- | --- | --- |
| Yes | No |  |
| ☐ | ☐ | Review the jobseeker’s responses to the UI Eligibility Assessment Questionnaire. |

|  |  |
| --- | --- |
| ☐ | Review the jobseeker’s UI Eligibility Assessment Questionnaire to ensure it is signed by the jobseeker. |
| ☐ | If a Potential Issue is identified, complete and forward a Potential Issue Form to UI. |

|  |  |  |
| --- | --- | --- |
| ☐ | ☐ | Verify the jobseeker completed the interim Career Center Service as established at the  Initial RESEA Meeting. |
| ☐ | ☐ | Review all Career Action Plan (“CAP”) goals and ensure that MOSES CAP goals are updated accordingly. |
| ☐ | ☐ | Review and explore Labor Market Information (“LMI”) with the jobseeker. |
|  |  | ☐ Discuss with the jobseeker how LMI exploration relates to the Work Search  Log and resume. |
| ☐ | ☐ | Conduct a resume review with the jobseeker and provide feedback. |
| ☐ | ☐ | Verify the jobseeker has registered on JobQuest and answer any related questions. |
| ☐ | ☐ | Conduct a Work Search Log review with the jobseeker and provide feedback. |

|  |  |
| --- | --- |
| ☐ | Discuss how the Work Search relates to LMI and the resume |
| ☐ | Discuss potential barriers and opportunities |
| ☐ | Discuss next steps |

☐ ☐ Register the jobseeker for a future Career Center Service.

☐ ☐ Attain each CAP goal where Job Seeker meets eligibility requirements.

|  |  |
| --- | --- |
| ☐ | Update CAP goals in MOSES prior to the RESEA Review deadline |
| ☐ | Enter notes in MOSES as appropriate |

Comments – Add below

Click or tap here to enter text.

|  |  |
| --- | --- |
| Workforce Development Board (WBD)Designee  Name | Workforce Development Board Designee Digital  Signature |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Date Signed | Workforce Development Board Designee  Signature (if required) |
| Click or tap here to enter text. | |