

Welcome to the Re-Employment Services and Eligibility Assessment (RESEA) Orientation



DEPARTMENT OF
CAREER SERVICES

Participating in the RESEA Program

What is RESEA?

RESEA is a federal program to help customers get back to work sooner by engaging in re-employment services and meeting with MassHire Career Center staff to discuss job search goals.

Who is selected for the RESEA program?

Customers who are receiving unemployment benefits are selected.

Benefits of being selected for the RESEA program?

You were selected for RESEA to receive re-employment and job search services through the MassHire Career Center system. Staff will also assist you with your Unemployment Insurance (UI) Eligibility requirements to continue receiving UI benefits.

Attending the RESEA Meetings

Receive DUA
letter for
RESEA meeting
deadline dates
and details to
continue
collecting UI
benefits

Attend Initial
RESEA Meeting
within 3 weeks

Attend RESEA
Review meeting
within 5 weeks

MassHire
Staff will set
up your one-
on-one Initial
RESEA
Meeting

Failure to
attend both
RESEA
meetings may
affect your UI
benefits

How we can help you to continue receiving Unemployment Insurance (UI) Benefits

Overall RESEA Objectives:

- Help you be successful at your one-on-one Initial RESEA and RESEA Review meetings
- Learn about RESEA requirements for your continued UI eligibility
- Schedule your Initial RESEA and RESEA Review meetings
- Introduction to re-employment services

Initial RESEA Meeting

- ✓ Review of Individual Needs Assessment / Career Action Plan
- ✓ Overview of JobQuest (JQ)
- ✓ Explanation of Labor Market Information (LMI)
- ✓ Explanation of Resume requirement
- ✓ Review of how to fill out work search logs
- ✓ Explanation of UI Eligibility Questionnaire
- ✓ Expectations for one-on-one Initial RESEA Review meeting
- ✓ Expectations for RESEA Review meeting



Individual Needs Assessment

An Individual Needs Assessment (INA) assists you with identifying your specific needs such as:

1. Re-employment Goals
2. Specialized Services
 - *Youth and Young Adults
 - *Veterans
3. Potential Training Opportunity
4. Referrals to Partner and Community Resources



Intro to Re-Employment Services Career Action Plan (CAP)

The RESEA Career Action Plan (CAP) assists customers in job search planning; these may include:

- Develop a plan of action to achieve employment goals
- Ensure successful progression and completion of your job search plan



JobQuest (JQ)

The Executive Office of Labor and Workforce Development (EOLWD) [Login / Register](#)

MASSHIRE JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help **Employers**

Home

Find Jobs

Total Job Openings: 133,229

Keywords
Example: Office worker, Excel
[Search Tips](#)
Quick Tip: Use Keywords for Fastest Search

Job Title
Example: Clerk

Location
Massachusetts City or ZIP Code

[Search](#) [More Search Options](#)

Kickstart your Future at a MassHire Career Center

from Mass.gov

01:13

NSVC Resource Fair

March 19, 2020
North Shore Community College
presented by the
MassHire Veterans Program
[more information](#)

[Previous](#) [Next](#)

MassHire Career Center Resources

[Find Events and Workshops](#)

[Explore Training Opportunities](#)

MASSHIRE CAREER CENTERS **TORQ**
Learn how your skills transfer to other occupations

See the NEW "mobile friendly" specialized job sites.

- Green Jobs
- Job Search for Veterans
- Healthcare Jobs
- IT Jobs
- Jobs in Education
- Creative Sector Jobs

[MassHire JobQuest](#)
Search for Green jobs

Job Seeker Login

SSN or Job Seeker ID

Password
 [Go](#)

[Forgot Your Password?](#)

First Time User?

Registering with JobQuest lets you post your resume online and save your job search criteria.

[Register Now](#)

[JobQuest Guide](#)

Other Helpful Links ...

[MassHire Career Centers](#)
Visit a MassHire Career Center for additional Job Search Assistance.

[MassCareers Job Opportunities](#)
Search for Massachusetts state and other public sector jobs.

[Massachusetts Career Information, MassCIS](#)
Explore careers, education and training.

[Veterans' Program and Services](#)

Search for:

- Jobs
- Training Schools
- Events

Access to: My Job Quest

Log In

First Time User
Registration

Event
Announcements

Benefits of JobQuest

Benefits of using JobQuest in Your Job Search:

- Skills Match
- Job Match
- Upload resume
- Employment history
- Search for training programs
- Employer recruitments
- Locate events such as job fairs
- Green jobs



The Purpose of Using Labor Market Information (LMI)

What is LMI?

LMI is research of the labor market to understand where your occupation fits within the job market.

Why use LMI in my job search?

It answers questions to help you make better, more informed decisions.

LMI can help you assess your knowledge, skills, abilities, values and interests to help you through the job search process.



Questions that LMI Answers

How can labor market information (LMI) help me with my job search?

- Identify skills and salary information
- Know what jobs are growing or declining
- Understand the knowledge, skills and abilities needed for the job
- Identify training programs
- Resume preparation

LMI Tools:

- MassCIS
- O*Net



Resume

Lindsay Jaskolski

98030 Caroline Lock
West Eugene, 77433
153.505.9424
Benton96@yahoo.com

Summary

Recent graduate equipped with an advanced technical mindset, strong business acumen, and a Bachelor of Science (BS) in Mechanical Engineering. In-depth knowledge of engineering disciplines, including chemical, electrical, and civil as well as thermodynamics, physics, materials science, statistics, fluid dynamics, and thermodynamics. Eager to utilize industry skills and knowledge to enter your organization and add immediate value in the capacity of Mechanical Engineer.

Professional Skills

Mathematics	Intermediate
Computer Systems	Intermediate
Project Management	Intermediate
Computer-aided Design	Intermediate
Leadership	Intermediate
Communications	Advanced
Engagement	Advanced
Problem Solving	Beginner

Education

Boston University
BACHELOR OF SCIENCE (BS) | Mechanical Engineering
GPA: 3.9
Graduated - July 2018
Courses: Aerodynamics and Circuits, Thermal Design, Fluid Mechanics, Energy Laboratory, Computer-aided Design
Certified Plant Engineer (CPE), Association for Facilities Engineering (AFE), 2019

Employment History

BOSTON UNIVERSITY/ECOSYSTEM July 2016 - July 2017
Mechanical Engineering Development Program

Worked collaboratively with a team of engineers on the design and implementation of energy performance measures, ensuring contribution to the continuous improvement of internal processes.

Assisted with field surveys and audits and provided energy modeling support as needed.

Developed and improved test fixtures, tooling, manufacturing processes, and various procedures for new and existing builds, reducing defects and improving yields.

Completed the 6-month program, achieving highest ranked participant.

Volunteer Experiences

Member/Participant, Boston Manufacturing Monthly Meetup, Boston, MA, 2017-Present
Community Volunteer, Boys and Girls Club, Boston, MA, 2012-2015



Work Search Activity log

Job search requirements

To continue receiving benefits, you **must**:

Look for work *at least*:

- 3 times per week

You must also keep a record of your work searches.

If you are a union member and may only accept work through your union, you must keep track of all contacts between you and the Union.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Work Search Activity Log

Use this work search log to:

- Record your job search activities
- Take to your MassHire Career Center appointments, and
- Verify you are looking for work if you are randomly selected.

Get more copies of this form at any MassHire Career Center or at: www.mass.gov/dua/forms.

Job search log

Name: _____ Claimant ID: _____

To continue receiving benefits, you must look for work at least 3 times per week. You must also keep a record of your work searches.

Week starting Sunday (date): [Click here to enter a date.](#) – Saturday (date): [Click here to enter a date.](#)

	Date	Position	Pay rate	Employer name and address/Employer website	Method of contact	Results
#1					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In Person	
Person contacted:				Contact phone number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#2					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	
#3					<input type="checkbox"/> Online <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In person	
Person contacted:				Contact phone number: Contact email:	Action taken: <input type="checkbox"/> Submitted job application <input type="checkbox"/> Asked about available work <input type="checkbox"/> Job fair <input type="checkbox"/> Networking <input type="checkbox"/> Other _____	

FAILURE TO SUBMIT A **COMPLETE** FORM MAY RESULT IN DISQUALIFICATION FROM RECEIVING BENEFITS AND A POTENTIAL OVERPAYMENT FOR BENEFITS ALREADY RECEIVED.

Include any documentation related to the work search activity listed above such as email with employer, job application receipt, job posting, job fair announcement, networking club information, or MassHire Career Center services.

Form 1750-rev. 09-03-19

UI Eligibility Assessment Questionnaire

Attachment A

RESEA UI ELIGIBILITY ASSESSMENT QUESTIONNAIRE

NAME _____

JOB SEEKER I.D. # _____

Please Indicate YES or NO to the questions below:	YES	NO
1. Since filing your unemployment claim, have you been: <ul style="list-style-type: none"> Physically able to work Actively seeking work Ready to accept work 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Since filing your unemployment claim, have you applied for or started receiving <u>ANY</u> of the following? <u>Circle any that apply.</u> <ul style="list-style-type: none"> workers' compensation benefits payment in lieu of dismissal notice payments from a pension fund payments from a retirement account contributed to by an employer vacation or personal time off payments from an employer payments from a union pension fund payments from an annuity fund severance pay stay bonus continuation pay payments from a 401K fund 		
3. Have you worked during any of the weeks you claimed and <u>NOT</u> reported earnings for those weeks worked to the Department of Unemployment Assistance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently enrolled in school or a training program? <ul style="list-style-type: none"> If you answered YES, have you applied for Training Opportunities Program (Section 30) approval? 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

REMINDER: If you have moved since you filed your claim for benefits, you must notify the Department of Unemployment Assistance by accessing your U.I. Online account or by calling 617-626-6800.

SIGNATURE: _____ **DATE:** _____

NOTE: The Reemployment Services and Eligibility Assessment Program (RESEA) is a mandatory program designed to ensure that you meet state and federal requirements to receive unemployment insurance benefits. Any information that you provide may affect your eligibility to receive those benefits.

Revised: September 2018

Career Center Activities and Workshops

Assessments

- Identifying Skills
- WorkKeys
- TORQ
- Myers-Briggs Type Indicator

Job Search

- Organizing your Job Search
- Applicant Tracking Systems
- Developing Your Self-Marketing Pitch
- Using Age to your Advantage

Resume

- Resume Development
- Cover letters

Networking

- Networking Works
- LinkedIn
- Company Recruitments
- Job Fairs

Interviewing

- Ace the Interview
- Telephone Interviews
- Salary Negotiation

Summary:

One-on-One Initial RESEA Meeting

One-on-One Initial RESEA Meeting

- Review value of completing JobQuest Registration
- Review resume or prepare to create a resume
- Present completed work search logs for each week you requested UI benefits
- Review labor market information (LMI) worksheet
- Complete fillable UI Eligibility Assessment Questionnaire
- Schedule a Career Center activity (Interim Service)
- Schedule a RESEA Review Meeting



Next Steps: After the Initial RESEA Meeting

- Participate in a RESEA Review Meeting
- Let us know when you get a job so we can celebrate your success and update our database!



Remember, failure to complete your two RESEA meetings will affect your unemployment benefits!

MassHire staff look *forward* to working with you!



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