



RE-EMPLOYMENT SERVICES ELIGIBILITY ASSESSMENT

Job Seeker ID #: _____ Email Address: _____

Name: _____ Phone#: _____

Instructions: Please complete and submit this signed check list, with all the required documentation via email to: RESEA@MassHireLowellcc.com **Failure to provide this information may result in the loss of unemployment benefits.**

These items need to be completed and submitted **before initial meeting:**

- 1.) **Work Search Activity Logs: Effective June 15, 2021, work search logs must be submitted.** Each week must show a minimum of 3 job searches. Logs must have dates, job search activity and results (if known). Work search logs may be found at: <https://bit.ly/3wCQHd6>. You may also download job search logs from your UI On-line account as well at: <https://bit.ly/32ICuzs>
- 2.) **Resume:** Email a copy of your recent resume. If you do not have a resume, you can complete the Resume Information Worksheet located at <https://bit.ly/30QJdVN>
- 3.) **Career Action Plan** (See Attached Form)
- 4.) **RESEA UI Eligibility Assessment Questionnaire:** Complete the questionnaire and type your name and date for your signature. <https://bit.ly/3gyz0UA> (See Attached Form)
- 5.) **MassHire JobQuest Registration:** You must register on www.mass.gov/JobQuest

These items will be explained and scheduled **during you initial meeting:**

- **Labor Market Information Research Worksheet:** Using one or more resources found on the front of the Labor Market Research Worksheet, complete the answers on the reverse side of the worksheet for your most recent job. <https://bit.ly/32GjaTH>
- **Job Search Service:** You must attend a job search webinar by the MassHire Career Center, this will be set up by the career advisor during your phone meeting.

Event: _____ Date/Time: _____

Email: _____

I have assisted in developing the Career Action Plan, and I agree with the goals and actions selected. I agree to the level of cooperation and participation needed for me to complete this plan. I am able, available and actively seeking employment.

I have been informed about the Training Opportunity Program (Section 30) <https://search.mass.gov/?q=section%2B30> and understand that I must apply for the Training Opportunity Program (Section 30) by the 20th payable week of my unemployment insurance payments to be eligible for Section 30 unemployment benefits. I was also informed about the Trade program <https://search.mass.gov/?q=taa> and provided a list of potential TAA companies. If applicable, I understand the deadline requirement for filing TAA eligibility (MA Form 1666).

Customer Signature: _____ Date: _____

Staff Signature: _____ Date: _____

MY CAREER ACTION PLAN

Name: _____ Job Seeker ID: _____

Job Title: _____ Target Date: _____

Check if any Apply	My Needs Assessment / My Challenges	Available Resources	Targeted Date	Attained Date
<input type="checkbox"/>	Researching the Labor Market/Career Exploration	<input type="checkbox"/> Labor Market Research Webinar <input type="checkbox"/> TORQ <input type="checkbox"/> Mass CIS website <input type="checkbox"/> Career One Stop website <input type="checkbox"/> New to the Job Search: The First Steps <input type="checkbox"/> Site Insight: Which Ones to Use		
<input type="checkbox"/>	Develop or Update Résumé	<input type="checkbox"/> Building Your Résumé webinar <input type="checkbox"/> Knockout Résumé webinar		
<input type="checkbox"/>	Interview Preparation	<input type="checkbox"/> Answering the Tough Interview Questions webinar <input type="checkbox"/> Nailing the Online Interview webinar <input type="checkbox"/> Preparing for Telephone Interviews webinar <input type="checkbox"/> You Only Get One Shot <input type="checkbox"/> Preparing for Your Next Job <input type="checkbox"/> I Can Do It Skills Show and Tell		
<input type="checkbox"/>	Improving Networking Skills	<input type="checkbox"/> LinkedIn Unleashed webinar <input type="checkbox"/> Is Your LinkedIn Profile Strong Enough? Webinar <input type="checkbox"/> Your Personal Brand webinar <input type="checkbox"/> Finding Your Networks: Ending Your Job Search <input type="checkbox"/> Conducting a Successful Job Search: Employers' Hiring Habits		
<input type="checkbox"/>	Identifying Skills/Assessments	<input type="checkbox"/> Labor Market Research Webinar <input type="checkbox"/> Prove It Skills Assessments		
<input type="checkbox"/>	Salary Information	<input type="checkbox"/> Labor Market Research webinar <input type="checkbox"/> Earn What you are Worth webinar <input type="checkbox"/> Career One Stop website <input type="checkbox"/> Salary.com website		
<input type="checkbox"/>	Cover, Thank You and Approach Letters	<input type="checkbox"/> Writing Winning Cover Letters webinar		
<input type="checkbox"/>	Age Related Problems/Personality Challenges	<input type="checkbox"/> Crushing Stereotypes: The Power of the Mature Worker <input type="checkbox"/> Coping with Job Loss webinar <input type="checkbox"/> Emotional Intelligence and the Job Search webinar <input type="checkbox"/> Power of Positivity webinar <input type="checkbox"/> Hearing Body Language webinar <input type="checkbox"/> Strengths and Challenges of the Introvert in the Job Search		
<input type="checkbox"/>	Specialized Needs	<input type="checkbox"/> Meet with a Veterans Rep <input type="checkbox"/> Meet with Young Adult Staff <input type="checkbox"/> Meet with Disability Navigator/Ticket To Work <input type="checkbox"/> Referral to Lowell Adult Education, MRC, DTA, SCEP		
<input type="checkbox"/>	Explore Training Options	<input type="checkbox"/> Meet with a Career Advisor <input type="checkbox"/> Inquire about eligibility for TAA and/or Section 30/TOPS application		

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Customer Signature: _____ Date: _____

Staff: _____

LABOR MARKET RESEARCH WORKSHEET

Name:

Job Seeker ID#:

Date:

Goal: Labor market research is a tool to help you make decisions about your job search. As discussed in the orientation, this research is critical to understanding if there are employers seeking your skills. Completing this worksheet should help you make more informed job searching decisions about your current skills and occupation.

Requirement: As part of your job search requirement, you need to conduct labor market research on your current occupation. Please complete this form and bring it with you to the RESEA review session and/or your appointment with a career advisor.

Sources: There are various websites you can browse to find the labor market information concerning your occupation. You will find some listed below. Please check all of the websites you visited when completing this worksheet (*you only have to visit one*, but you can visit them all if you want). Use the information you find to answer the questions on this document (front and back) and/or bring in the printed information from the websites that you found about your occupation.

Websites/Sources:

- Mass Career Information System:** <https://portal.masscis.intocareers.org/>
Username: lowellcc
Password: lowell
- O*Net:** www.onetonline.org
- Career One Stop:** <https://www.careeronestop.org/>
- U.S Bureau of Labor and Statistics/Occupational Outlook Handbook:** <https://www.bls.gov/ooh/>
- My Skills My Future:** <https://www.myskillsmyfuture.org/>
- TORQ:** <https://jobquest.detma.org/JobQuest/>
- Other website:
- Other sources: career exploration workshop, job ads, trade magazine, informational interviews, newspaper and publications, networking.

