

# Reemployment Services and Eligibility Assessment (RESEA) Orientation

**Brought to you by:**

**The State of Hawaii  
Department of Labor  
and Industrial Relations**

**Workforce  
Development Division**

**(Revised 6/30/21)**

# RESEA Orientation Agenda

- ◆ Introduction to RESEA and its benefits
- ◆ Eligibility Review Interview
- ◆ Job Search and Other Resources
- ◆ How to Complete a Job Application
- ◆ Resume Writing Tips
- ◆ Understanding Your Personal Style
- ◆ How to Prepare for an Interview
- ◆ American Job Center Information
- ◆ HireNet Hawaii Overview
- ◆ Labor Market & Career Information
- ◆ Creating a Plan
- ◆ Next Steps & Responsibilities

## Why Are We Here?

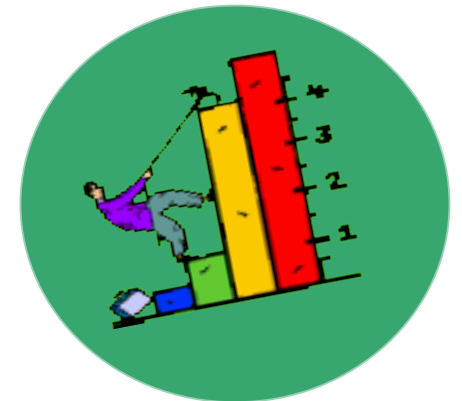
**RESEA is a Federally funded program that was created to assist individuals collecting unemployment benefits to return back to the work force faster.**

**\*It's our goal to get you back to work.**



Introduction:  
How does RESEA  
help me?

- **Gain valuable tools and strategies to compete in today's job market.**
- **Find new employment and training opportunities.**
- **Improve your job search skills**



## RESEA: Program Overview



- 1. RESEA Program consists of initial orientation and interview, follow-up of re-employment services.**
- 2. Participation is MANDATORY. (Federal program)**
- 3. Failure to comply with phone interviews and follow-up may result in a delay or loss of your Unemployment Insurance benefits.**

# RESEA Program Phone Appointments



## Week 1:

- **Group Orientation**
- **Individual Interview**

## Week 3: **Subsequent Follow-Up**

## Week 8: **Additional Follow-Up**

# RESEA Program Appointments



1. If you are unable to attend your next session or prescheduled appointment(s) you will need to call WDD.
2. If your reason for rescheduling or cancelling your appointment(s) are job re-employment related:
  - \* Job Interview: please provide the business name, contact person, phone number, time of your interview.
  - \* Employment: please provide the business name, title of your position, start date, Full-time/part time.

## WDD Local Offices

Honolulu: (808) 768-5701

Hilo: (808) 935-6527

Maui: (808) 270-5777

Kona: (808) 327-4770

Kauai: (808) 274-3056

# RESEA: Questionnaire



UC-BP-24R (RESEA)

State of Hawaii - Department of Labor and Industrial Relations  
UNEMPLOYMENT INSURANCE DIVISION

## REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) QUESTIONNAIRE

Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_

1. Is there any reason you could not accept full-time work since you have been unemployed? ..... Yes ☐ No ☐  
a. If "Yes," please explain: \_\_\_\_\_
2. Do you expect to obtain work through a Labor Union? ..... Yes ☐ No ☐  
a. If "Yes," give name of union and local number: \_\_\_\_\_  
b. Are you registered and in good standing? ..... Yes ☐ No ☐  
c. If not in good standing, will you accept non-union work? ..... Yes ☐ No ☐
3. Has the Workforce Development Division and/or any employer(s) offered you work or a referral to work since you became unemployed? ..... Yes ☐ No ☐  
a. If "Yes," what was/were the results? \_\_\_\_\_
4. Are you self-employed or in any kind of business of your own? ..... Yes ☐ No ☐  
a. If "Yes," please explain: \_\_\_\_\_
5. Do you attend or plan to attend school? ..... Yes ☐ No ☐  
a. If "Yes," please explain: \_\_\_\_\_
6. Do you have minor children, aged or sick members in your family living with you? ..... Yes ☐ No ☐  
a. If "Yes," who will care for them if you should go to work? \_\_\_\_\_
7. Are you working for anyone now? ..... Yes ☐ No ☐  
a. If "Yes," please explain: \_\_\_\_\_



# RESEA: Questionnaire



8. What kind of work did you perform on your last job? \_\_\_\_\_  
a. How long did you work at your last job? \_\_\_\_\_  
b. What days did you work? \_\_\_\_\_  
c. What hours did you work? \_\_\_\_\_  
d. What was your rate of pay? \_\_\_\_\_
9. What other kind(s) of work experience have you had? \_\_\_\_\_  
a. How long did you work in this capacity? \_\_\_\_\_
10. What kind of work are you looking for now? \_\_\_\_\_  
a. What is the lowest pay you will accept? \_\_\_\_\_  
b. What days of the week are you willing to work? \_\_\_\_\_  
c. What hours are you willing to work? \_\_\_\_\_  
d. In what geographical areas are you willing to work? \_\_\_\_\_  
e. What means of transportation do you have to get to work? \_\_\_\_\_
11. Are you claiming, receiving, or have you applied for:  
a. Social Security ..... ☐ Yes ☐ No  
b. Pension ..... ☐ Yes ☐ No  
c. Worker's Compensation..... ☐ Yes ☐ No  
d. Educational Assistance ..... ☐ Yes ☐ No  
e. Disability Benefits ..... ☐ Yes ☐ No  
If you answered "Yes" to any of the above, explain: \_\_\_\_\_
12. What do you feel has been your major problem(s) in finding a job? \_\_\_\_\_  
\_\_\_\_\_
13. What are you doing to obtain a job? (*Explain how you develop job leads, contact employers, and apply for jobs.*)  
\_\_\_\_\_  
\_\_\_\_\_

## UI: Eligibility Requirements



- ◆ You must be ready and willing to seek and accept work.
- ◆ You must make at least 3 job contacts each week.
- ◆ You must keep records of your job contacts on form UC-253 “Record of Job Contacts” or similar. (Save or print electronic submissions, confirmations, and emails)
- ◆ You must provide your list of job contacts when requested.
- ◆ You must report any changes to your ability and availability for work.
- ◆ You must keep your resume active on HireNet Hawaii (HNN) for the duration of your claim.

## UI: Eligibility Requirements



# Weekly Report of Low Earnings

- ◆ If you are employed part-time or on-call, in addition to filing your claim certification, you must have your employer submit weekly reports of low earnings information to authorize payment, whether you work or not.
- ◆ Notify your employer of the week claimed.
- ◆ Inform your employer to report the information online at: [uiclaims.hawaii.gov](https://uiclaims.hawaii.gov). Employers need to select “Employer Services.” Login or create an account.
- ◆ If employer files the weekly report of low earnings online, it expedites your benefit payment.

UI:  
Eligibility  
Review



# Individual Interview

**RESEA Questionnaire (UC-BP-24R)**

**Individual Re-employment Plan**

**Record of Contacts Made for Work  
(UC-253)**

# Introduction: How Do I benefit?



- Job Search/Marketing Tools
- Resources at the AJC
- Online Job Matching
- Labor Market Information
- Assessment Tools



# Job Search Tools

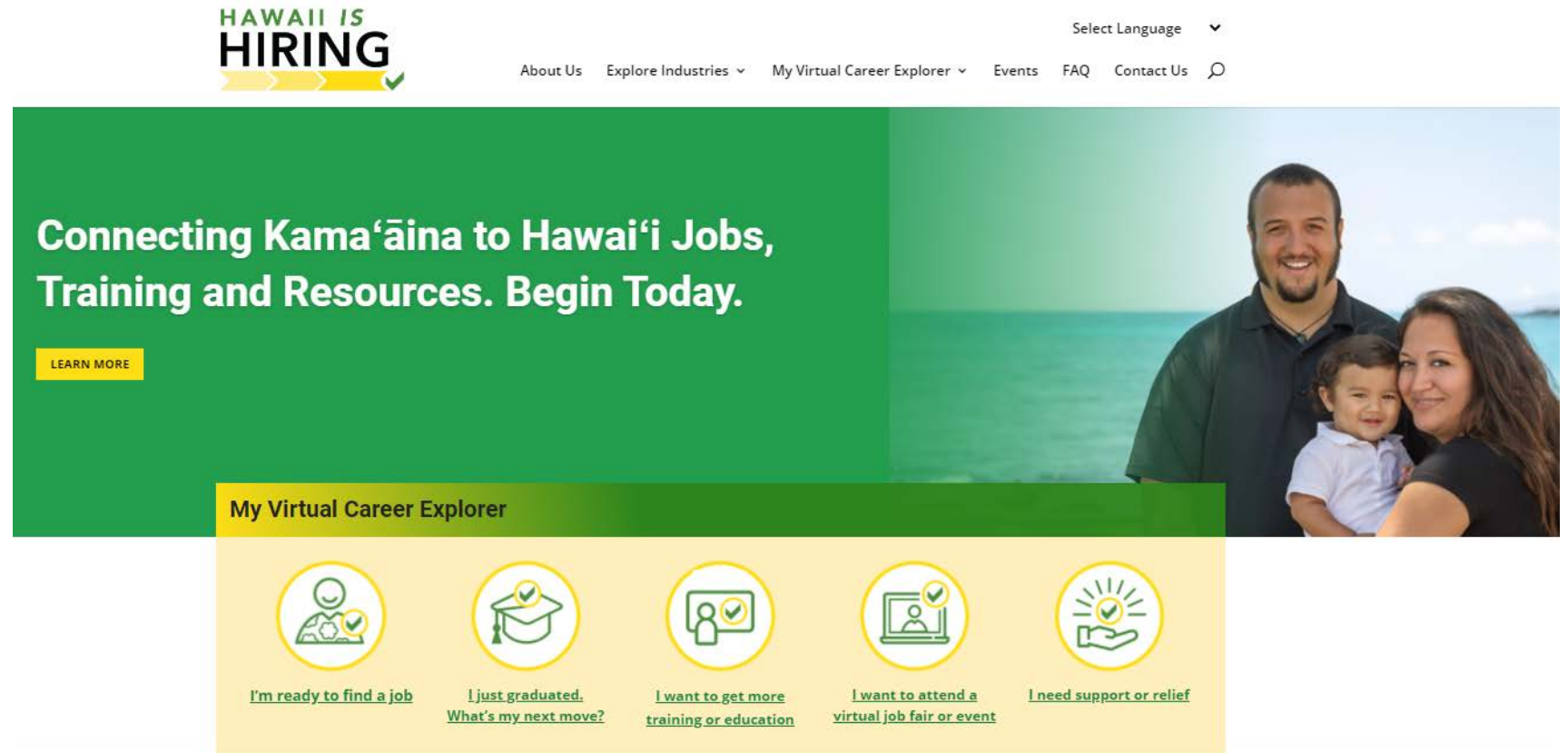
- You have many options when searching for a job.



- Newspapers, websites, job fairs, word of mouth and many other resources are at your disposal.



# Hawaii is Hiring



Hawaii is Hiring is a one-stop online resource that connects local job seekers to available job opportunities, training programs and career information in the State. This site also hosts career coaching webinars including “Resume Writing 101”, “Navigating the Pandemic Job and Internship Market”, and “Job Search Strategies for Success”

To explore and learn more, please visit: [www.hawaiiishiring.com](http://www.hawaiiishiring.com)

# Career Networking

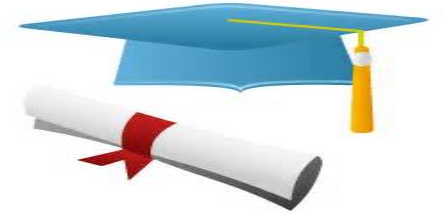


- Many people find their jobs through networking.
- **What is networking?**  
Networking is simply an information exchange between you and another person. It involves establishing relationships with people. These connections can lead to job opportunities.
- It's about who you know, and it is about who knows you.
- **A bigger network means more opportunities.**



# Marketing Tools

- Use various tools to market yourselves to potential employers.
- Business cards, Cover letters, Resumes, Phone calling, Interviews, Degrees, Certifications.



## Tips for Completing an Application

The employer's first contact with you is through your application. It is important to make a good first impression by:

- **Writing neatly**
- **Making minimal corrections**  
To correct a mistake, draw one or two lines through the error; do not scratch through or rip holes in the paper.
- **Keeping the application clean**  
Be careful not to smear ink or leave stains on the form from food or dirty hands.
- **Following instructions**  
Do exactly what the directions tell you to do. Use a ✓ or X to mark selections if that is what the directions say.
- **Use complete words**  
Avoid abbreviations and be sure to state your full name, not a nickname.
- **Filling in all information**  
Answer all questions and do not leave any blanks.
- **Being positive**  
Keep your responses positive. If asked why you left a job, rather than complain about your previous job, explain that you were looking for a more challenging opportunity.
- **Being accurate**  
Be sure all information you give is correct. Employment dates, addresses, and reference contacts must be accurate because they will be checked.

# Basic Resume Writing Rules

1. **Make it your own -**  
You can get someone to help you, but you will need to write it yourself.
2. **Make sure it looks good -**  
Clean, clear and well-typed
3. **No errors!**  
Have someone proofread it for grammar and spelling mistakes.
4. **No lies -**  
Do not include jobs you did not hold or degrees you have not earned
5. **Be brief -**  
One page is plenty
6. **Be positive -**  
Emphasize your accomplishments
7. **Be specific –**  
Do not say “I am a good typist,” instead say “I type 60 words a minute.”

## Understanding Your Personal Style

**Think about your own personal style by answering the following questions:**

- What unique quality would or do you bring to the workplace?
- List several words or phrases that describe how you would do your work.
- If you were to observe yourself from a distance, what is the most interesting thing you would notice about how you work?
- Imagine yourself working with others. How would your co-workers describe you and your way of working with them?
- Again, imagine yourself on the job. How would your supervisor describe you and the way you complete your work?

## Preparing for the Interview

### Here are some tips for preparing for the interview:

- Do a mock interview several days before your scheduled interview. Practice more than one time.
- Make sure your outfit is clean and neatly pressed and lay out your clothing the night before.
- Gather all of the important materials that you will need into a folder or portfolio. Place them where you will not forget them. Include things like your resume, letter of reference, directions, identification cards, etc.
- Make sure that you eat something before the interview.
- Make sure that you know how to get to the interview in advance. Allow enough time for driving and parking or public transportation.
- Find out exactly where you will need to go when you get there.
- Be courteous and professional to everyone that you meet, from the security guard to the receptionist.
- If you have a cell phone, turn it off before the interview.

## Anticipating Interview Questions

### **General Interview Questions –**

These questions are not job-specific; they are general questions about your career and the qualities you bring to the job.

- **Tell me about yourself**
- **Why did you leave your previous employer?**
- **Why are you interested in this job or job field?**
- **What are your strengths?**
- **What are your weaknesses?**
- **Describe your career goals and where you see yourself over the next 2-5 years?**

## Anticipating Interview Questions

### Competency-Based Questions –

These questions are carefully designed to probe your past performance using specific job-related criteria. “Tell me about a time when...”

- **“You completed a task or project under a tight deadline”**
- **“You had to show attention to detail”**
- **“You had to deal with a challenging colleague or situation”**
- **“You were asked to complete a task but not given much direction or information”**
- **“You had to change your work priority in the middle of completing another”**

## Resources: One-Stop at American Job Centers (AJC)

**American Job Centers (AJCs), formerly known as One-Stop Centers, offer a wide array of services, including:**

- Classroom Training
- Apprenticeship Program
- Access to job bank websites
- Veteran services
- Workforce Investment and Opportunity Act (WIOA)
- Career guidance and support learning about job skills requirements
- Employment related workshops
- Photocopier, telephones, fax, computers, assistive technology



## American Job Center - *Overview of Services*



# American Job Center Hawaii Locations

## **Oahu**

Dole Cannery Complex  
680 Iwilei Road, Suite 700  
Honolulu, HI 96813  
Phone: (808) 768-5701

## **Kauai**

4444 Rice Street, #302  
Lihue, HI 96766  
Phone: (808) 274-3056

## **Hawaii Island**

### **Hilo**

427 Kilauea Avenue  
Hilo, HI 96720  
Phone: (808) 935-6527

### **Kona (WDD Office)**

81-990 Haleki'i Street, Room 2090  
Kealahou, HI 96750  
Phone: (808) 327-4770

## **Maui**

110 Ala'ihi Street, Suite 209  
Kahului, HI 96732  
Phone: (808) 270-5777



## Educational Resources: Pell Grant

- Postsecondary, educational grant program
- Pays up to **\$6,495** for an academic year
- Cover the costs of training at accredited institutions of higher education, proprietary institution, and postsecondary vocational institutions.



# How to Apply for a Pell Grant?

Free Application for Federal Student Aid  
“FAFSA” at

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

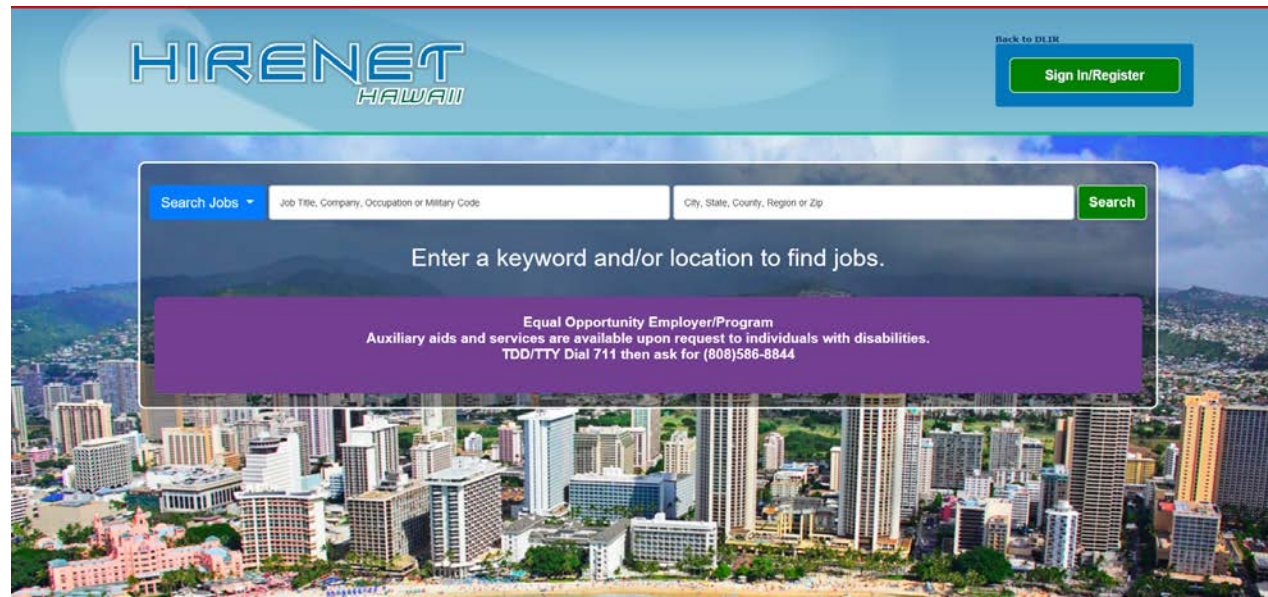
Or



**By calling 1-800-4-FED-AID**

**NEVER PAY FOR FAFSA. IT IS FREE!**

# HireNet Hawaii



## HireNet Hawaii provides many useful services:

- Create and post your resume
- Search for jobs
- Find training and education programs
- Complete job interest profiles and skills assessments
- Explore labor market information and many other services

For additional HireNet Hawaii information and how to register, please visit: [www.hirenethawaii.com](http://www.hirenethawaii.com)

# HireNet Hawaii - Career Exploration



**On HireNet Hawaii you can take various assessments that will suggest jobs based on the results and also link you to current jobs openings.**



[Match Your Skills](#) – Identify the skills that you have and match them with a career or occupation that suits you. Then review the jobs that employers that are currently hiring say match your skills or find training to improve the skills you need to land your ideal job.



[Match Your Work Interests](#) – Explore the type of work activities that you like and find exciting and view occupations that will satisfy these interests. The process of determining your interest profile usually takes 15 minutes.



[Match Your Work Values](#) – Find occupations that are in line with your work values by prioritizing a list of work task. You can then match occupations to your values and view available jobs in this field.



[Match Your Knowledge of Tools and Technology](#) – Select the technical skills you have and the tools you use to identify occupations you may be interested in. You can then find job that have that occupation to see if you qualify for the specific job requirements



[Match Your Occupation](#) – Find occupations that are similar to your current or previous occupation based on the required knowledge, skills, abilities as well as the normal work environment, and work activities.



[Career Ladder](#) – See how people in your chosen occupation climb the career ladder. Find the occupations jobseekers move towards, and away from.

## Skills Assessment and Career Exploration Sites

[www.Careerinfonet.org/skills](http://www.Careerinfonet.org/skills)

-Skills Profiler: Create a list of skills/ job matching

[www.myskillsmyfuture.com](http://www.myskillsmyfuture.com)

-Resource for career exploration

-Find careers with similar skills

[www.iseek.org](http://www.iseek.org)

-Create a list of skills/ job matching

[www.Mynextmove.org](http://www.Mynextmove.org)

-Provides tools that allow you to learn more about your career options

<http://online.onetcenter.org>

-Resource for career exploration

# HireNet Hawaii - Labor Market Information

- Labor Market Information (LMI) consists of information about job openings, where the jobs are, how many people are trying to get those jobs, and earnings.
- LMI also includes skills needed for different jobs, long term projections of which occupations will grow and which will be in demand.

LMI answers questions like:

- “How much can I expect to be paid for this job?”
- “How many job openings are currently available in the job I want?”
- “What kind of training do I need?”
- “Will the profession grow over the next few years, or will it become obsolete?”



# HireNet Hawaii - Labor Market Information

HireNet Hawaii provides LMI directly to job seekers. Some of the relevant data provided by HireNet Hawaii includes:

- Wage data
- Education data
- Number of jobs in an occupation
- Largest employers in a specific area
- Areas that have the most candidates looking for work
- Information about training and education
- Demographics



[Looking for a job? Information about Advertised Jobs in Your Local Area](#)



[Occupational Information for Your Local Area](#)



[Questions on Education Requirements for Occupations in Your Local Area](#)



[Questions on Employment and Unemployment in Your Local Area](#)



[Questions on Employers in Your Local Area](#)



[Questions on Candidates for Jobs in Your Local Area](#)



[Questions on Industries in Your Local Area](#)



[Profiles for a Specific Local Area, Industry, Occupation, or Education Program](#)



[Looking for Training? Find Education Providers in Your Local Area](#)



[Demographic Information about Your Local Area](#)

# Hawaii Workforce Infonet

**Hawaii Workforce Infonet**

Username \* Password \* **SIGN IN** ▶ Not Registered? ▶ Forgot Username/Password? Search Site

**Quality Local Labor Info for Smart Decision-Making**

- Services for **JOB SEEKERS**
- Services for **EMPLOYERS**
- Data **DASHBOARD** and Tools
- PUBLICATIONS** and Tables

**The Latest Reports**

- ▶ Occupational Employment & Wages, State & Counties, 2014 (excel)
- ▶ Occupational Employment & Wages, State & Hon MSA, 2014 (pdf)
- ▶ Largest Employers in State of Hawaii, Counties (updated 8/17/15)
- ▶ LED: Exciting Data Analysis Tools for Innovative Workforce Research
- ▶ Education Pays, August 2015
- ▶ Best Job Opportunities Now, 2015
- ▶ Long-term Employment Projections

**Press Release**

- ▶ Current Press Release (pdf)
- ▶ Press Release Data (excel)
- ▶ More related data
- ▶ Schedule of Releases

**Seasonally Adjusted Unemployment Rates**

7% 6% 5% 4% 3% AUG 2014 AUG 2015 United States Hawaii

**Quick Data Links**

- ▶ Unemployment Rates
- ▶ Job Count
- ▶ Wages by Occupation
- ▶ Employment Projections
- ▶ Industry Employment & Pay
- ▶ Largest Employers
- ▶ Local Employment Dynamics
- ▶ Green Jobs Info
- ▶ Affirmative Action

To explore and learn more, please visit: [www.hiwi.org](http://www.hiwi.org)

# Hawaii's Occupational Group Forecast

Estimated Annual Openings  
2018-2028

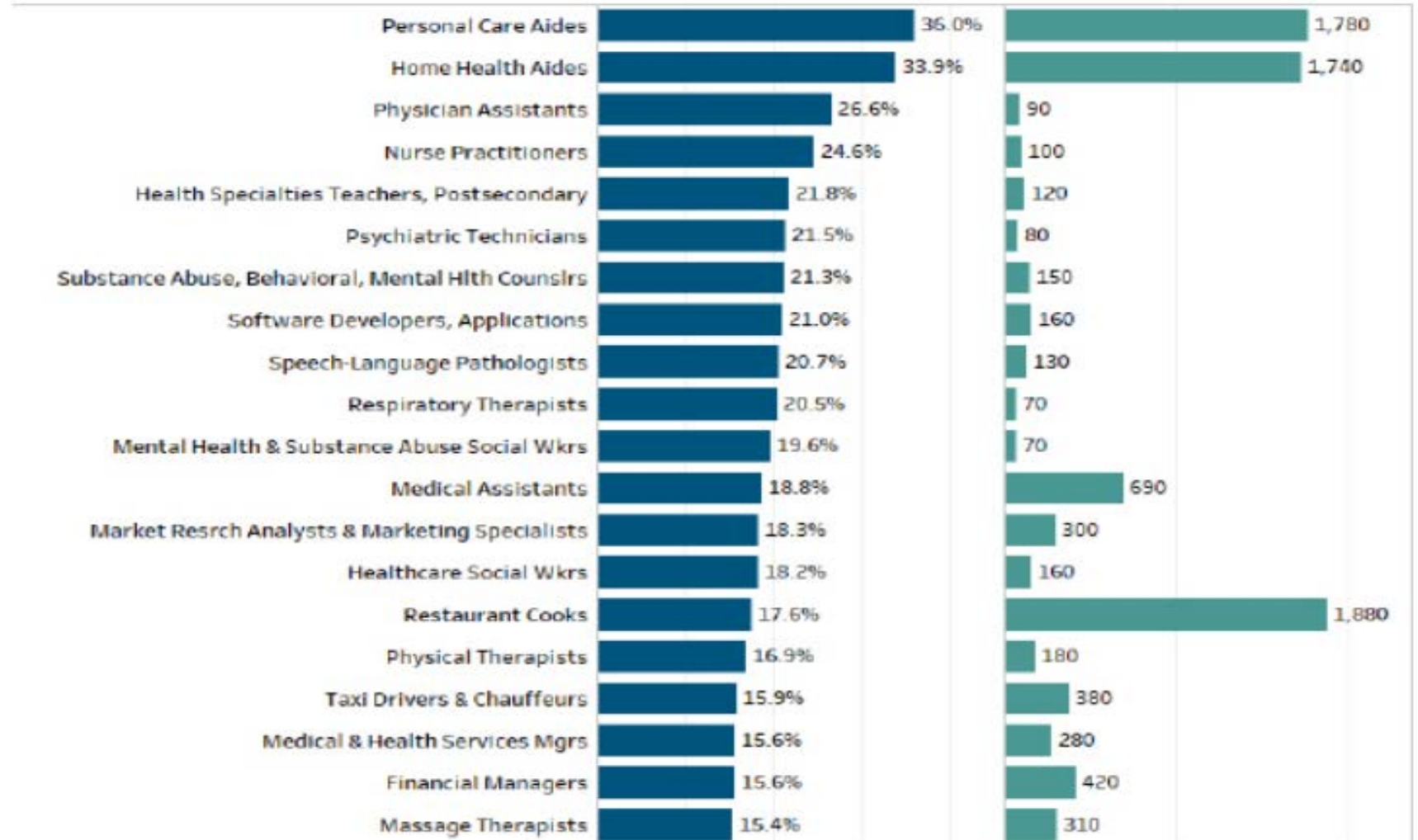
JOB GROWTH BY MAJOR OCCUPATIONAL GROUP, 2018-2028 (sorted by new jobs forecasted)



# Hawaii's Fastest Growing Occupations

Estimated Annual Openings  
2018-2028

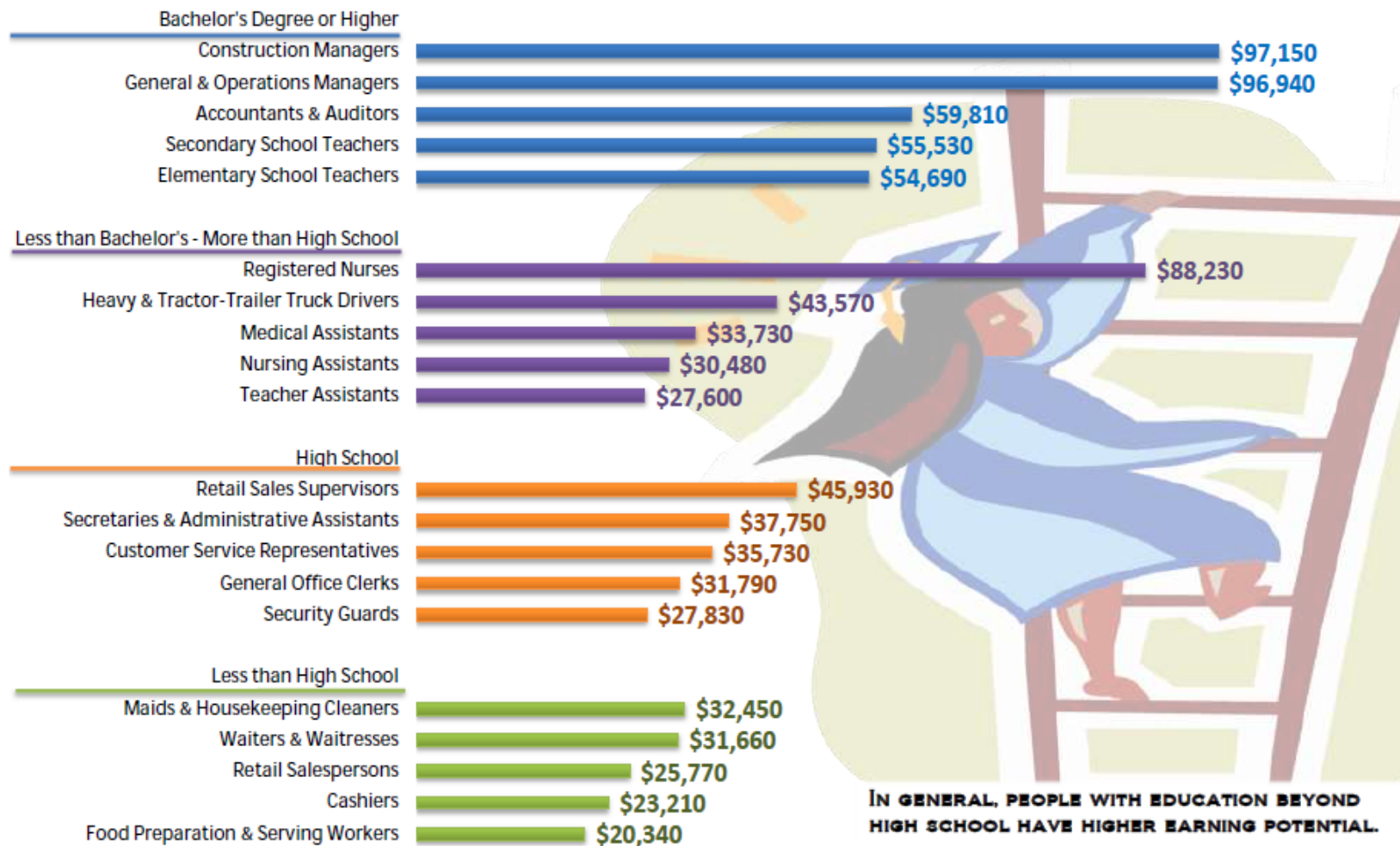
## FASTEST GROWING OCCUPATIONS, 2018–2028





# Labor Market Information: Based on Your Education

## EDUCATION PAYS: THE MORE YOU LEARN . . . THE MORE YOU EARN



Notes: Chart includes occupational wage data from the 2014 Occupational Employment Statistics survey. Occupations are categorized into four groups based on educational level (as determined by Bureau of Labor Statistics) and includes those with the highest projected number of job openings up to the year 2022. Source: Hawaii State Department of Labor & Industrial Relations, Research & Statistics Office, August 2015.

## *Creating a Plan!*

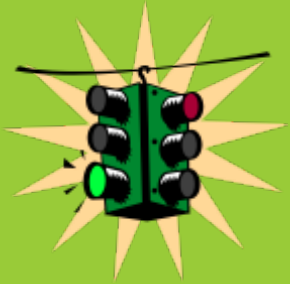
Identify your  
Strengths, Gifts,  
and Capacities.



- Strengths – “I am” statements.
- Gifts – Talents, aptitudes or things the participant is good at.
- Capacities – “I can” statements.
- Identify:
  - What you are able to do
  - Your interests
  - What you’ve done in the past

<u>Strengths: / AM...</u>	<u>Gifts: / ENJOY...</u>	<u>Capacities: / CAN...</u>
<ul style="list-style-type: none"> <li>• Organized</li> <li>• Good Communicator</li> <li>• Great Listening Skills</li> <li>• Creative/Innovative Thinker</li> <li>• Leader</li> <li>• Humble/Empathetic</li> <li>• Thoughtful/Caring</li> <li>• Patient/Disciplined</li> <li>• Skilled in Management</li> <li>• Knowledgeable in Financing</li> </ul>	<ul style="list-style-type: none"> <li>• Working with people</li> <li>• Reading</li> <li>• Researching</li> <li>• Traveling</li> <li>• Golfing</li> <li>• Helping people</li> <li>• Being a parent</li> <li>• Listening to music</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-task</li> <li>• Learn new skills</li> <li>• Do anything I put my mind to</li> <li>• Adaptable</li> <li>• Take care of my family</li> <li>• Speak various languages</li> </ul>

## What Works/ What Doesn't Work



- **Create a list of job characteristics that do and do not work well for you.**
- **This may include work hours, location, environment, tasks, or other characteristics.**



### What Works...

- Be part of a team
- 5 day work week
- Positive Environment
- Good communication with management
- Good Attitude
- Medical/Dental Benefits
- Earning \$25/hour
- Flexible work hours
- Permanent schedule

### What Doesn't Work...

- Not working with others
- Working 70 hours a week
- Earning less than \$25.00
- Negative work environment
- Long meetings
- Relocating
- Traffic
- No employee parking

## Creating your "SMART GOAL"

Remember...you  
need to set a plan  
to achieve your  
goals!



Your goal should be as specific as possible and answer the questions: What is your goal? How often or how much? Where will it take place?



How will you measure your goal? Measurement will give you specific feedback and hold you accountable.



Goals should push you, and it is important that they are achievable. Are your goals attainable?



Is your goal and timeframe realistic for the goal you have established?



Do you have a timeframe listed in your SMART goal? This helps you be accountable and helps in motivation.

# Thank You!

- **THANK YOU** for your participation in the RESEA program. You will receive an email or phone call from the Workforce Development Division (WDD) with a schedule time for your Individual RESEA Interview and Orientation.
- Please have your job contacts on Form UC-253 available during the phone interview. You will be required to submit this job contact sheet along with Form UC-BP-24R to the WDD local office address stated on your UI Notice to Report for RESEA.
- A subsequent follow-up phone interview will be scheduled approximately three (3) weeks after your initial RESEA Interview and Orientation. At this time, you will also need to have your job contacts on Form UC-253 available during this phone interview. Again, you will be required to submit your updated job contact sheet(s) to the WDD local office address stated on your UI Notice Report for RESEA.
- *Note: RESEA Supplemental Worksheets are included in your Orientation Materials Packet as additional support activities for you to do on your own time.*

## WDD Local Office Mailing Addresses

**Oahu American Job Center  
Dole Cannery Complex  
680 Iwilei Road, Suite 700  
Honolulu, Hawaii 96817  
Phone: (808) 768-5701**

**Maui American Job Center  
110 Ala'ihi Street, Suite 209  
Kahului, Hawaii 96732  
Phone: (808) 270-5777**

**Kauai American Job Center  
4444 Rice Street, Suite 302  
Lihue, Hawaii 96766  
Phone: (808) 274-3056**

**Hawaii Island American Job Center  
427 Kilauea Avenue, Suite B10  
Hilo, Hawaii 96720  
Phone: (808) 935-6527**

**WDD Kona Office  
81-990 Haleki'i Street, Room 2090  
Kealahou, HI 96750  
Phone: (808) 327-4770**

Good Luck On  
Your Job Search

