



**FORMAL COMMUNICATION**

**TO:** Indiana's Workforce Investment System  
**FROM:** Dennis Wimer, Deputy Commissioner, Field Operations   
**DATE:** July 24, 2014

**Technical Assistance Bulletin**

**TAB 2014-03**

**Implementation of Reemployment Services and Reemployment and Eligibility**

**Assessment (REA) Activities for 2014 REA Grant Funded Program**

**Purpose:**

To issue instructions to Regional Operators, Local Office Managers, REA, and Worker Profiling Eligibility Assessment (WPRS) Coordinators on the requirements and implementation of the 2014 REA grant funded program changes as amended by the UIPL 10-14 for the provision of reemployment services and reemployment and eligibility assessments to individuals who begin receiving Unemployment Compensation (UI) benefits.

**Content:**

The current Reemployment Employment Assessment (REA) profiling program provides (at minimum) the following required WP intensive services to targeted claimants during the 4 weeks of REA (WP intensive services) program participation:

- a. Orientation
- b. Assessment

- c. Individual Reemployment Plan (IRP)
- d. Claimant Centered Labor Market Information (LMI)
- e. Referral to Self Directed Job Search
- f. Completion of one (1) additional reemployment service (job search workshops, job search assistance, employment counseling, and/or referral to other services).
- g. UI Eligibility Review

Currently, an REA profiled claimant must create a suitable resume in IndianaCareerConnect.com (ICC), and make it visible online for potential employers to view. Claimants must submit one job application each week, look for work (job search) at two different job sites, and report these contacts each week online on their Unemployment Insurance (UI) voucher. Claimants are notified by letter (see Attachment A1, REA Notification Letter) of the requirement to attend REA Orientation, during which they will learn the mandatory components of REA participation and a review of the many services offered at their Workone center.

The REA Orientation packet will include the following documents: Self-Assessment/Work History/Contacts sheet (Attachment B), an IndianaCareerConnect.com Guide (ICC, Attachment C), and a Four (4) Week Work Search Log (Attachment D).

In 2014, claimants will also be required to complete three additional pre-orientation assignments in ICC: LMI activity, and the two assessments for Interests and Work Values. The claimant will be instructed to bring the completed Self Assessment/Work History/Contacts form as well as a Four (4) Week Job Search Log (with the claimant's initial 4 weeks of work search activity) with them to orientation. A sign-in sheet (Attachment E) must be utilized for documentation of participation in orientation.

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### **One on One Assessment Interview:**

All REA selected claimants shall meet in person with the REA Coordinator for a one-on-one Assessment Interview, will register in ICC, and may be enrolled in Wagner-Peyser (W/P) and Workforce

Investment Act (WIA) program services, as indicated by individual need. Each REA selected claimant will complete the Worldwide Interactive Network (WIN) Placement Test (Attachment F), participate in a one-on-one assessment interview and assist in the creation of an Individual Reemployment Plan (IRP, Attachment G). Based on the initial assessment results and expressed next employment needs of the claimant during preparation of the IRP, the claimant will be scheduled for the next available appropriate service. Each region has a product box of services which includes but is not limited to: job search workshops, job search assistance and employment counseling.

Claimants will be required to meet the requirements of DWD Policy 2011-04 Continuing Eligibility Requirements for Regular State Unemployment Insurance Benefits revised October 7, 2011. This policy outlines the requirements for continuing eligibility, the consequences for failure to comply with each and the circumstances under which a claimant may be excused from compliance with requirements. At a minimum, for the duration of the claimant's UI benefit year a claimant must register and maintain work registration in Indiana's job matching system, ICC. All claimants must report to WorkOne, be able, available and actively seeking full time work for each week UI is claimed. Each claimant's efforts to secure full time work must include a search for three positions during each week in which the claimant files a weekly claim for UI benefits. A claimant must apply for suitable work and must accept any offer of suitable work made to the claimant. Suitable work is variable based on the claimant's work experience, training, and duration of the claimant's unemployment. Claimants are made aware of these UI eligibility requirements and the consequences for Failure to Participate (FTP). Indiana's Unemployment benefits automated UI registration and filing system Uplink notifies claimants of all issues, including FTP.

In addition to compliance with the State's minimum requirements, REA participants will be required to maintain and submit a minimum of 4 weeks of (appropriate) Biweekly REA Participation logs (Attachment H) to their REA Coordinator for review and possible coaching. (The term "appropriate", for the purpose of REA job search, is defined as one based on the individual claimant's skills, education level, and work experience.)

This log will document their weekly work searches and will include two additional job search related activities per week such as: WorkOne workshops attended, skills assessments completed,

participation in networking events or volunteerism, career research, job shadowing, reverse interviews, or Self-Help related (adapting to change, motivational, Career Exploration, or Job Search related, etc.) books/videos/or websites. After completion of the 4 weeks of intensive REA services following orientation day activities, REA selectees are required to maintain a personal copy of their work search efforts and submit them upon request to the Department of Workforce Development (DWD) for random audit purposes.

In addition, REA claimants must participate fully with any services (as agreed upon with WorkOne or partner staff) until either all UI benefits have exhausted, or fulltime employment is attained and they are no longer collecting Unemployment benefits.

The claimant will be made aware of his/her responsibilities through the REA project and also made aware of the consequences for failing to participate in services which were agreed upon during the preparation of the IRP. The IRP will also include personalized information, program and service needs discussed by the claimant and REA Coordinator.

### **Assessment Process:**

#### **Step One**

The assessment process is a key component of the REA project. Indiana's assessment process for the REA program begins with the assignment to complete two ICC assessments which will help the claimant identify career opportunities based on their personal aptitude and preference for work environment. This assignment is completed online prior to orientation.

#### **Step Two**

The second assessment step includes a work readiness assessment utilizing the WIN Placement Assessment to assess the claimant's competency levels in basic math, locating information, and reading for information. The State of Indiana will make available WIN, a self-help re-mediation program for basic skill enhancement. WIN provides a comprehensive learning system for common skills required by all jobs, and can be facilitated or self-administered. WIN is available in every WorkOne center in Indiana, IVY Tech Campus' and on the internet at no cost to the participant. The WIN system includes targeted, self-paced instruction, pre- and post-assessments, a complete learning management system and an

occupational job profiles database. These components can be used to help individuals learn, practice and demonstrate the skills they need to succeed in the jobs and careers they desire.

## **Step Three**

Part three of the assessment process consists of a one-on-one review between the REA Coordinator and the claimant regarding self-assessment, work history, initial 4 weeks of job search efforts, educational attainment, interests and employment prospects is the second step in the assessment process. An in depth review of the claimant's skills, knowledge and abilities using the most appropriate assessment techniques will help to identify specific skills needed to meet acceptable levels for enhancing re-employment possibilities. This review will also serve as the fundamental basis of the IRP. Core service training workshops are available in all WorkOne Centers for claimants to learn how to acquire and retain employment.

## **Failure to Report for an REA:**

Claimants are notified of the REA orientation by letter printed on WorkOne letter head. The letter will include the name of the REA Coordinator, and contact information including telephone number and email address. The REA notification letter is sent to every claimant scheduled to attend an orientation session and includes an explanation of the consequences which may occur for failure to participate in the REA program. If the claimant misses their **first initial group orientation**, and have not contacted staff within 48 hours, a FTP issue (with fact finding allowed) must be entered by UI staff. This will allow for a system generated Request for Information letter to be sent to the claimant, notifying them of the missed event and informing them to contact the local REA Coordinator to reschedule the orientation.

1. On the first miss of the **initial group orientation**, documentation should be sent to both data capture and imaging for archival purposes to support the decision. Suitable documentation would include:

- a. Copy of the letter mailed to the claimant to schedule the orientation
  - b. The sign in sheet from the missed orientation
  - c. Create an issue for Profiling (Performance) Failure (PF) in Uplink. Enter dates of missed orientation and comments as to why you are entering the issue. Fact Finding **MUST BE ALLOWED**.
2. On a missed W.I.N., Quick Guide, Agreed-To-Workshop or any other agreed upon service, as scheduled, the following documentation supporting the decision should be sent to data capture and imaging for archival purposes:
  - a. The copy of the signed Individual Reemployment Plan (IRP).
  - b. The copy of the sign in sheet from the agreed upon service.
  - c. Create an issue (PF) in Uplink. Enter dates of missed activity and comments as to why you are entering the issue.
3. REA Claimants are required to look for 3 places of employment each week. If they fail to do so, an Able and Available AA issue must be entered. Consequences include a "Hold" on the claimant's claim until REA program compliance requirements have been met and the subsequent denial of unemployment insurance benefits for failure to comply with REA and UI program requirements. During orientation, participants will be informed of their responsibility to participate in reemployment services and the effect of non-participation on eligibility for and receipt of UI benefits.
4. Failure to Participate (FTP) service titles are **ONLY USED** once it is determined the claimant **completely failed to participate**. The failure determination is made in the event the claimant does not make contact with good cause for missing the orientation meeting within the 48 hour window. This also applies to any scheduled or rescheduled events.
5. During the REA program orientation, WorkOne staff will emphasize to claimants the requirement to report to and complete their scheduled reemployment services activities unless they are explicitly excused by the WorkOne staff (e.g., for good cause or for recent or prior completion of certain

reemployment services as set forth in all applicable laws, regulations, guidance and this policy).

Good cause for failure to participate in reemployment services may include:

- a. The claimant has a start date for a new job;
- b. The claimant and the former employer agree that the claimant will return to work at the previous job no later than 60 days after the claimant's separation date and the employer provides verification of the same;
- c. The claimant has attended a job search workshop within the past three months and the workshop included the core elements of the reemployment service workshop. The claimant must provide proof of his or her participation in the previous workshop and its course content; or
- d. The claimant provides a compelling reason for missing the workshop, including, but not limited to, one of the following circumstances:
  - Personal illness;
  - Emergency health arrangements for family members;
  - A natural occurrence (e.g., flooding, snow storm, tornado, etc.) that prevents the claimant from working a work day;
  - Lateness for attendance caused by unforeseen and unusual circumstances (e.g., car trouble, traffic congestion, loss of usual method of transportation, etc.); or
  - Death of an immediate family member;

**In such cases, the claimant must be rescheduled for the next available orientation.**

The WorkOne staff will exercise reasonable discretion in responding to claimant requests to reschedule participation to a different date or office location (within the county in which the claimant resides) when the request is made in advance of the scheduled activity.

If a claimant fails to report to the activity (or an appointment in lieu of the activity) or fails to complete the activity, and the WorkOne staff has not excused the claimant for good cause, such failure will be reported as a failure to participate (FTP) in reemployment. The automated process will then print the resulting list of issues and forward the list to the director of UI Benefits for appropriate

adjudication of eligibility. Upon the posting of any FTP service title, staff will follow the directions on documentation required by the Adjudication Center in the "Local Office UI Procedures Manual."

The usual FTP documentation consists of a copy of the IRP (outlines agreed upon claimant training or program activities), attendee sign-in sheets from the scheduled activity which shows time, date and location of activity (event evidence) and brief comments of why a UI issue should be entered into the system to aid the UI adjudicator in the decision making process.

**Exemptions may include:**

- Members of a union hiring hall, in good standing;
- Receipt of similar/same services within the last 90 days;
- Reside out of state;
- Enrollment in state approved training program;
- Have documentation of a start date for a new job within 60 days from date of separation;
- They and their employer agree that claimant will return to work at their previous job within 60 days from date of separation.

**Waiver of Participation:**

- Claimants may *NOT* choose to waive themselves out of the project because they don't want to participate without negatively affecting their continued eligibility for UI benefits potential disqualification.
- If they choose to still opt out, they must be informed that it **will most likely disqualify them for weekly UI benefits, and they must sign the waiver portion of the IRP form.**
- Once the form has been signed and dated, please submit it to adjudication so benefits can be suspended.

Please see the attached documents and forms referred to above.

**Questions on the TAB may be directed to:**

Catherine Lawell  
Program Director, Reemployment Services  
Desk (317)232.3623  
Cell (317)964.1191  
[clawell@dwd.in.gov](mailto:clawell@dwd.in.gov)

**Attachments**

- A-1: REA Notification Letter
- A-2: WPRS Notification Letter
- B: Self-Assessment/Work History/Contacts
- C: IndianaCareerConnect.com Claimant Guide
- D: 4 Week Work Search Log
- E: REA Orientation Sign in Sheet
- F: Worldwide Interactive Network (WIN) Placement Test Guide
- G: Individual Reemployment Plan (IRP)
- H: REA/WPRS Four (4) Week Biweekly Work Search Activity Log

July 28, 2014  
 «AddressBlock»  
 «GreetingLine»



Based on your recent filing for Unemployment Insurance (UI) benefits, you have been selected to participate in **Reemployment & Eligibility Assessment Services (REA)**. This Federally funded program is designed to improve your ability to successfully obtain employment through services provided by the State of Indiana and the Department of Workforce Development. These services are available at your local WorkOne office, and may include job search workshops, individual job search assistance, employment counseling, job training and other services as needed.

**Scheduled Date and Time: Monday June 23, 2014, 8:30 am**

**\*\*No Late Admissions\*\* No children please\*\***

**The Orientation and Assessment Interview process may take < > hours**

**To ensure you are not late, please plan to arrive 10 minutes early**

1. To continue your eligibility for UI benefits, Indiana law requires:
  - Your participation in this REA program;
  - Registration for work at [www.indianacareerconnect.com](http://www.indianacareerconnect.com) within 4 weeks of filing your initial claim; and
  - That you be able and available for work and actively conduct a job search during each week UI benefits are being claimed.
  
2. **By 48 hours prior to orientation**, you must complete the following assignments (see enclosures for more Information on assignments):
  - Create a suitable resume (visible online to employers) in IndianaCareerConnect.com (ICC);
  - Complete Labor Market Information activities in ICC;
  - Complete both ICC assessments;
  - Complete out the Self Assessment/Contacts/Work Experience form; and
  - Complete out the enclosed Four (4) Week Work Search log with your most recent 4 weeks of job search.
  - Complete the WIN Placement test. (See attached WIN guide for instructions)
  - If you need staff assistance with any of the above assignments, please come into the WorkOne office and speak with staff at the front desk *prior to orientation day*.
  
3. Please bring a picture I.D., social security card, 4 Week Job Search log, and Self Assessment form with you to orientation.

**Your UI benefits may be disrupted if you fail to attend this orientation as scheduled without contacting me within 48 hours of the date & time listed above, or if you fail to comply with any portion of the program or any of its components.**

**Staff Name:**

**Phone:**

**Title:**

**E-mail:**

July 28, 2014  
«AddressBlock»  
«GreetingLine»



Based on your recent filing for Unemployment Insurance (UI) benefits, you have been selected to participate in **Worker Profiling Reemployment Services (WPRS)**. This Federally funded program is designed to improve your ability to successfully obtain employment through services provided by the State of Indiana and the Department of Workforce Development. These services are available at your local WorkOne office, and may include job search workshops, individual job search assistance, employment counseling, job training and other services as needed.

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Staff Name:

Phone:

Title:

E-mail:

2014 REA/WPRS SELF-ASSESSMENT

Your Name: \_\_\_\_\_ Last four of SS#: \_\_\_\_\_
Your last employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_
Reason for Job Separation \_\_\_\_\_
Job Title/Industry \_\_\_\_\_
What type of job applying for: \_\_\_\_\_ NOT like, if any? \_\_\_\_\_
Rate of pay at last job: \$ \_\_\_\_\_ Minimum you would accept: \$ \_\_\_\_\_

Are you in school/training now? YES NO
Name of School: \_\_\_\_\_ Training Degree or Certification Type: \_\_\_\_\_

Are you a member of a hiring hall?
How would you rate your computer skills: NONE BASIC INTERMEDIATE ADVANCED
What days and hours you are available to work? \_\_\_\_\_

(Choose Education Level Completed) NO High School Equivalency Diploma (HSED) HSED Diploma
College (Degree: \_\_\_\_\_) Other: \_\_\_\_\_

Please answer the following questions in order to provide Work One staff with the information necessary to provide assistance in removing any barriers that may be hindering your re-employment success. All information is confidential and will only be used to provide personalized guidance for work search purposes.

- Do you have:
An active account on Indianacareerconnect.com? YES NO
A manually entered resume on Indianacareerconnect.com? YES NO
A valid drivers' license? YES NO
if yes, license classification/or endorsements ( )
A telephone number in service? ( ) YES NO
An active email account? ( ) YES NO
Access to internet for the purpose of work search? YES NO
Reliable childcare, if applicable? YES NO N/A
A return to work date, or start date for a new job? YES NO
Any health/medical/disability issues that might affect work type? YES NO
Any family or domestic problems/responsibilities? YES NO
Any legal issues that could affect job opportunities? YES NO
Please explain briefly:
Any current issues with housing, food, utilities, etc. YES NO
Self-employment income? (mowing yards, babysitting, etc.) YES NO
Appropriate interview clothing? YES NO
A willingness to accept a survival job? YES NO
What are your current job leads or specific work search plans? \_\_\_\_\_

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

(Please list last three employers below)

Employer #1 \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reason for Leaving: Lay-off Discharge Voluntary Quit Retired Plant Closure Other \_\_\_\_\_

Employer #2 \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reason for Leaving: Lay-off Discharge Voluntary Quit Retired Plant Closure Other \_\_\_\_\_

Employer #3 \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Rate of Pay: \_\_\_\_\_ Start date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reason for Leaving: Lay-off Discharge Voluntary Quit Retired Plant Closure Other \_\_\_\_\_

Provide the name and phone number of two people (that do not live with you) whom WorkOne staff may contact if we cannot reach you regarding your participation in this program. If WorkOne staff are unable to contact you, *this may lead to an Able and Available issue that could adversely affect your Unemployment benefits.*

Also, you must notify WorkOne of any changes to your contact information within 48 hours by updating the "Personal Information" section on your Uplink claimant home page.

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_



## 2014 REA/WPRS IndianaCAREERConnect.com (ICC) Claimant Guide

You **MUST** complete the following pre-orientation activities prior to your REA or WPRS Orientation at WorkOne. Failure to complete prior to orientation will likely extend the length of your visit on orientation day.

**Failure to complete all assignments and orientation activities as required will likely cause a disruption to your Unemployment Benefits.**

*\*\*\*If you need additional staff assistance to complete these activities, please come into your local WorkOne office PRIOR to orientation day for over-the-shoulder assistance.*

### SKILLS ASSESSMENTS

1. **"Your Job Skills"** - To access this assessment, go to: [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com), and log in with your User ID and Password. There are options on this site for those who have forgotten their user name and password or who are new users. Once you are logged in, click the following:
  - Career Services on left under Services for Individuals
  - Career Explorer
  - Match Your Skills
  - Your Job Skills
  - Click "Saved job skill set". If you have no skills listed, click "Edit Job Skills"
  - Look at each of the 14 categories and click on the boxes by the skills you have.
  - Click "Save skills and continue" after completing each Category (it will not save if not)
  - Once completed, go to assessment #2- Personal Skills.
2. **"Your Personal Skills"** - To access this assessment, log into [www.IndianaCAREERconnect.com](http://www.IndianaCAREERconnect.com), with your User ID and Password, and click the following:
  - Career Services
  - Career Explorer
  - Match Your Skills
  - Your Personal Skills
  - Look at each of the 6 categories and click on the boxes by the skills you have.
  - Scroll down and click the blue "Save and Find Matching Occupations" box at the bottom.
  - Click the blue "Continue" box.
  - Once completed, go to assessment # 3- Labor Market Information

### 3. LABOR MARKET INFORMATION

- Click on Career Services
- Click on Job Market Explorer
- Click the arrow next to "Occupation Group" and select an industry that interests you.
- Click Continue
- You should see a list of Occupation Titles. **Please choose and click at least one of these underlined occupation titles on the left side of the table.** Scroll down and review the

labor market information for the selected occupation. This will record your results in Indiana Career Connect.

#### 4. BUILD A RESUME

- Click "Resume Builder" and select "Create New Resume"
- Select accessibility to employers (Visible online)
- Select resume type-it is best to select "Manual"
- Enter a resume title and click on "Next", then "OK", the "Next" when complete (Name resume based on Job Title or Occupation)
- Complete the remaining pages, clicking "Next" at the bottom of each page

#### 5. YOUR RESUME LAYOUT

- At the top of the page click, "I will use the current template"
- Continue entering your information through each step. Skip any sections by selecting: "This step does not apply to me", and then clicking "OK"
- Review your completed resume. You can make changes or updates to content or layout. You can also print, download, or e-mail your resume
- Check for spelling, case sensitivity, and typos.

#### 6. SEARCH FOR JOBS

- Click "Job Search" from Quick Menu option on the side tool bar
- Select or confirm your desired work location
- Select search method:
  - *Quick Job Search*-Select search criteria, then select "Search"
  - *Advanced Job Search and Other Search Options*-Click on the desired option, provide search criteria and then click "Search"
- Review job search results

#### 7. APPLY FOR JOBS

- From the job search results screen, click desired job title link
- Review the job details
- Click "Apply for this job," located at the bottom of the page
  - Some jobs will open a new browser window or tab, follow the website directions to apply
  - Other jobs will display the preferred WorkOne Centers where you can apply, or **how to apply**

**NOTE:** *Be sure to read the application instructions carefully. Some jobs offer different methods of applying. Keep in mind that some employers' time how quickly the application is completed. Work quickly, but carefully.*

#### 8. VIRTUAL RECRUITER

Let IndianaCareerConnect.com search jobs for you:

- Conduct job search
- On search results screen, click "Save this Job Search"
- Type a title for this job alert and how often to run
- Select notification method
- Click "Save"

**Virtual Recruiter will alert you to possible job postings by message, text, or email.**

**2014 REA/WPRS Initial Four Weeks Work Search Log  
For Pre- Orientation Assignment**

Week #	Week ending	Company Name	Mailing Address or Website	App or Resume	In Person or Online	Job Title/Position or ICC Job Order #	Results
1	08/10/14	Sam's Dog Barkery	212 N. Main Indianapolis, 46218	App	In Person	Baker/Sales	Interview on 8/14/14
1	08/11/14	S&C Bakery	IndianaCareer Connect.com	App	Online	ICC 2121	App Submitted No results
1	08/13/14	Kelly's "What a CROCK" (food truck)	Whatacrock.com	App	Online	ICC 6215	App Submitted No results
2	08/17/14	Burger World	564 Madison Indianapolis 46216	App	In person.	Shift leader	No response
2	08/18/14	Flying Pizza	4587 1 <sup>st</sup> St; Indy 46212	App	In person	server	Offer pending background check
2	08/21/14	Chicken Bucket	IndianaCareer Connect.com	App	Online	ICC 58924	App Submitted No results
3	08/24/14	Dollar Land	Dollarland.com	Resume	Online	Asst. Mgr	Resume Submitted for job opening on S. Meridian, Indy
3	08/24/14	Joe's Bar and Grille	IndianaCareer Connect.com	App	Online	ICC 2711	App Submitted No results
3	08/24/14	Pet World	213 Southway Plaza Greenwood, IN	App		cashier	Interviewed 8/11/14. Offer pending
4	09/04/14	Kathy's Kupcakes	570 Madison Indianapolis 46216	Resume		baker	Resume Submitted for job opening on S. Madison, Indy
4	09/05/14	Piece a Cake Bakery	623 Madison Indianapolis 46216	Resume		baker	Resume Submitted for job opening on S. Madison, Indy
4	09/06/14	Catch and Release Fish and Tackle	IndianaCareer Connect.com	App	Online	ICC 2131	App Submitted No results

Name: \_\_\_\_\_ Last 4 of Social Security \_\_\_\_\_

Name: \_\_\_\_\_

## Instructions for Completion of the REA/WPRS Initial Four (4) Weeks of Work Search Log for Pre- Orientation Assignment

Please *complete* this log and bring with you to your scheduled REA/WPRS Orientation for review by a REA Coordinator.

### 1. REA/WPRS Initial Four Weeks Work Search Log for Pre Orientation Assignment

- a. Week-ending date will always be Saturday

### 2. Job Search Activity:

- a. Date Submitted: When was application submitted? (Do NOT count picking up applications, only submissions)
  - b. Company Name: Spell out the name of the company you contacted to apply for a job
  - c. Address or Website Link: Give the Physical address or the website address of the company you contacted and applied for a job. For example: 1234 Merchant Square, Your-town, IN 46222, or "IndianaCareerConnect.com"
  - d. Application or resume? Which did you submit?
  - e. In person or online? How did you apply for a position: on-line, email, or in person?
  - f. Job Title or Position Applied for? What is the position you applied for? If you applied on IndianaCareerConnect.com, please indicate the Job order number.
  - g. Results: "Pending"; "Not hiring"; "Interviewed"; "No response"; "Position offered"; " Submitted application"; "Did not accept job offer because..."
-

## 2014 REA/WPRS Initial Four Weeks Work Search Log for

### Pre Orientation Assignment

Name: \_\_\_\_\_ Last 4 of Social Security Number \_\_\_\_\_

Week #	Week ending	Company Name	Mailing Address or Website	App or Resume	In Person or Online	Job Title/Position or ICC Job Order #	Results
1							
1							
1							
2							
2							
2							
3							
3							
3							
4							
4							
4							

## 2014 REA Orientation Sign-In Sheet and Checklist

DATE

PLEASE PRINT CLEARLY SO THAT YOU CAN RECEIVE CREDIT FOR ATTENDANCE

						Staff Review and Check off Pre-orientation Assignments, if Completed				
	NAME		PRINT NAME CLEARLY	Veteran Status	Last 4 of SSN	WIN Placement Test	ICC Resume	ICC LMI	ICC Assmnts	Self Assmnt /Work History
	First	Last	Claimant Field	Claimant Self Attestation	Claimant Field					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Date: **REA Orientation Sign-In Sheet and Checklist**

**PLEASE PRINT CLEARLY SO THAT YOU CAN RECEIVE CREDIT FOR ATTENDANCE**

						Staff Review and Check off Pre-orientation				
	NAME		PRINT NAME CLEARLY	Veteran Status	Last 4 of SSN	WIN Placement Test	ICC Resume	ICC LMI	ICC Assmnts	Self Assmnt /Work History
	First	Last	Claimant Field	Claimant Self Attestation	Claimant Field					
16										
17										
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39										
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Date: REA Orientation Sign-In Sheet and Checklist

PLEASE PRINT CLEARLY SO THAT YOU CAN RECEIVE CREDIT FOR ATTENDANCE

					Staff Review and Check off Pre-orientation				
NAME		PRINT NAME CLEARLY	Veteran Status	Last 4 of SSN	WIN Placement Test	ICC Resume	ICC LMI	ICC Assmnts	Self Assmnt /Work History
First	Last	Claimant Field	Claimant Self Attestation	Claimant Field					
40									
41									
42									
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44									
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# WIN Career Readiness Courseware

WELCOME TO THE  
**WIN** CAREER READINESS  
COURSEWARE

Indiana Department of Workforce Development

version 6.3.0

CLICK HERE TO BEGIN

Get ADOBE®  
FLASH® PLAYER

Get ADOBE®  
READER®

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Solutions for Life-learning

**WIN website:**

<http://ingov.wincshost.com>

**First Name:**

**Last Name:**

**PIN:**

**Getting Started:**

To gain access to the WIN courseware, type in the web address <http://ingov.wincshost.com/>  
Click on the "Click Here to Begin" bar, the WIN login page will appear (below).



WIN  
W-WIN.COM

Welcome to the  
**WIN**  
Courseware

Please Login  
(Complete the fields below. Press submit to log into the Courseware.)

FIRST NAME: (max 20 characters)

LAST NAME: (max 20 characters)

PIN: (4 to 10 characters)

SUBMIT

Enter your **first and last name** and the specific **PIN** (personal identification number) that has been provided to you.  
Click on "Submit"

The WIN Main Menu page will appear (below)



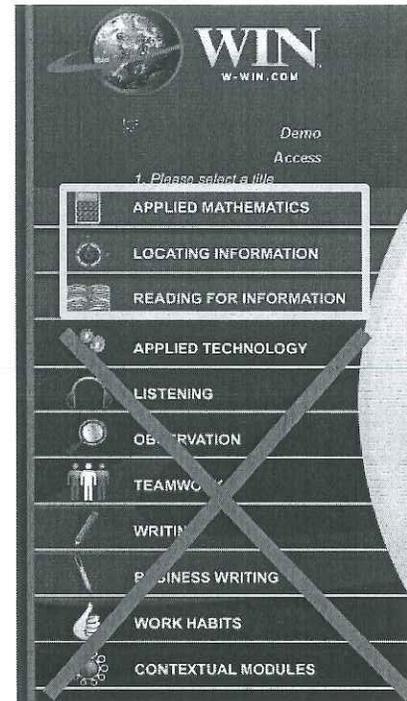
**REA and WPRS Participants and WIN Placement Tests:**

1. You will complete the placement test for each of these skills:

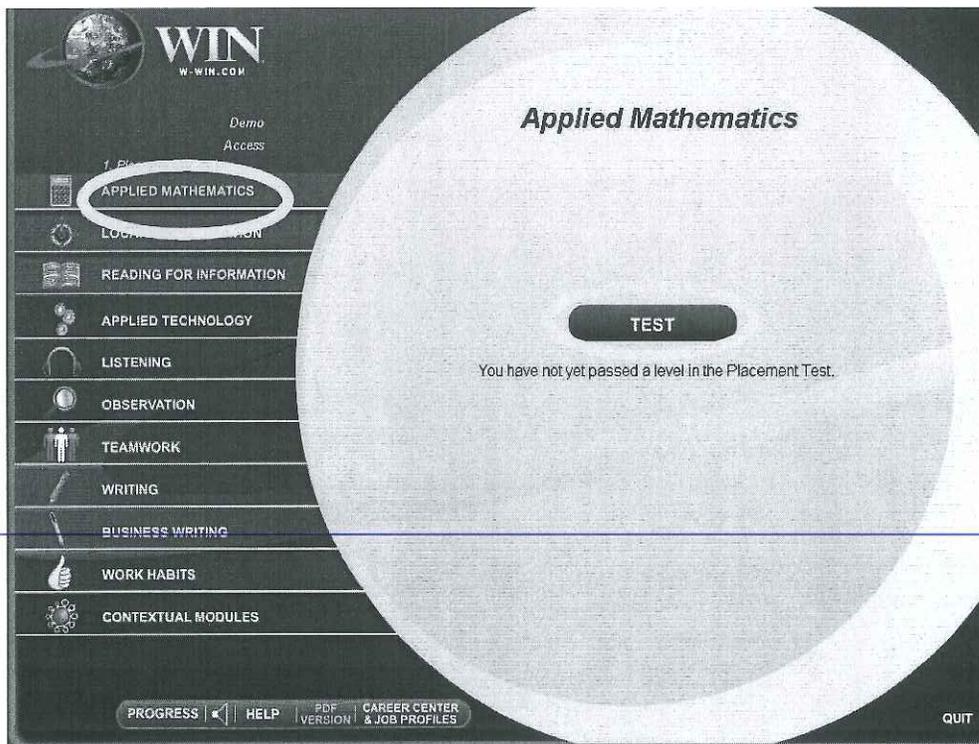
**Applied Mathematics**  
**Reading for Information**  
**Locating Information**

The placement tests will help you to understand your current level in each of these important workplace skills. Take your time and try to answer each question as correctly as possible.

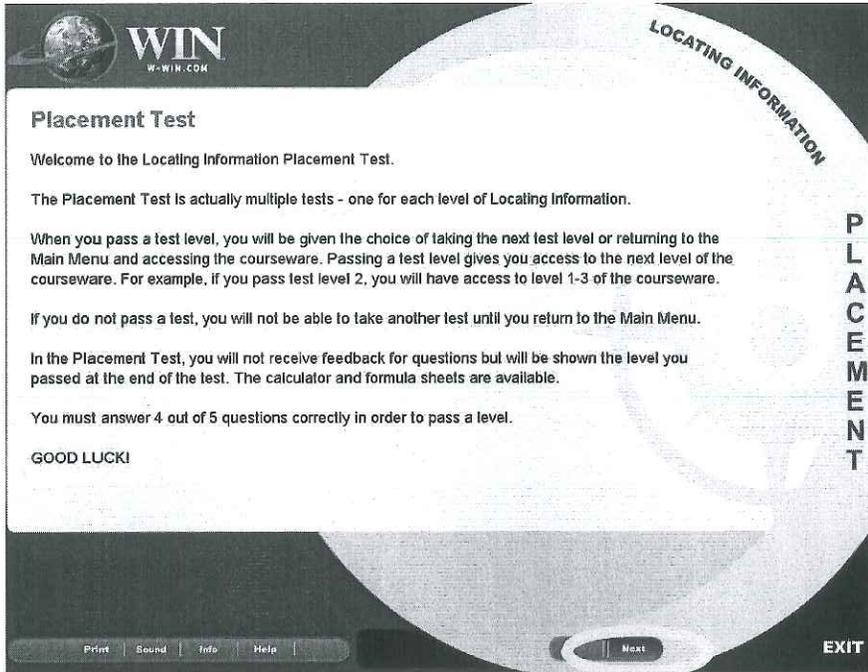
The placement test in each skill could take anywhere from 10 – 60 minutes to complete. You must complete the entire placement test for a particular skill at **one time**. You cannot save and come back to the placement test questions.



2. Click on the title of any of these three skill areas; you'll receive a message that you have not yet passed a level in the placement test (below); click on the "Test" bar to begin the placement test.

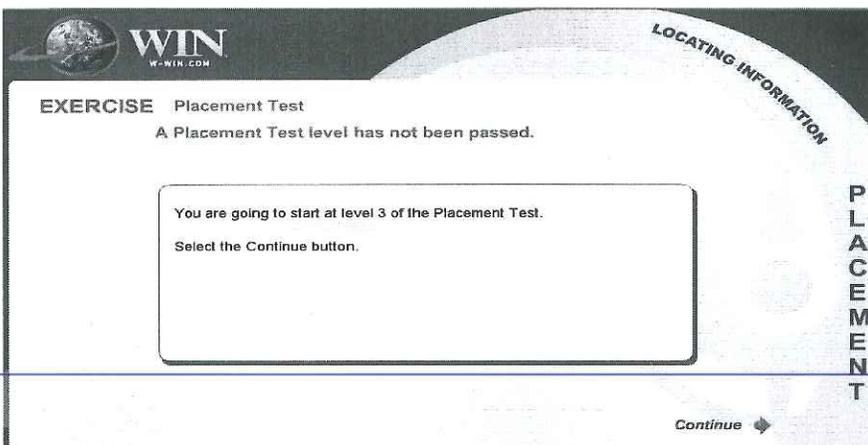


3. The first screen of each placement test will look similar to this:



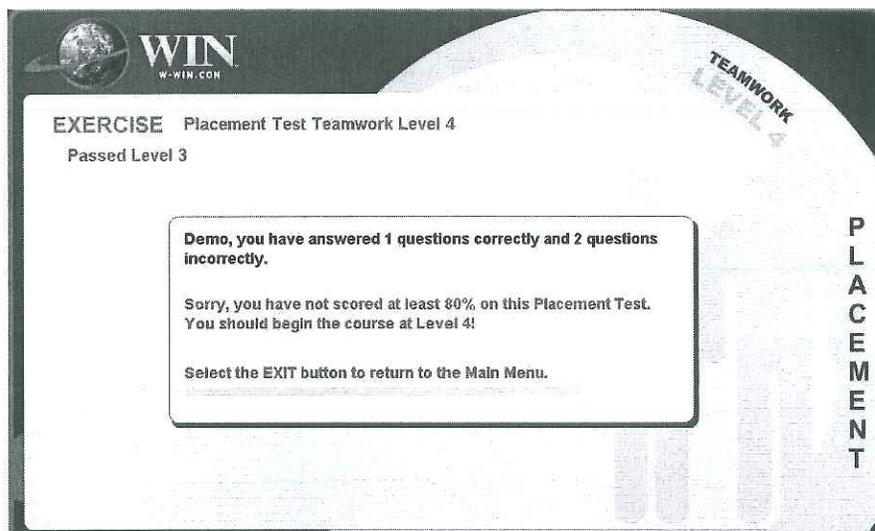
- Read the instructions carefully. You will see that this placement test will actually be a series of placement tests - one test at each skill level in the topic area you have selected.
- Once you have read and understand the directions, click "Next" to begin the placement tests.

4. All placement tests will begin at level 3:



- Each level of the placement test has 5 questions. You can take each level of the placement test only **once**. Remember, it is important to try and answer each question correctly and you must complete the entire placement test for a particular skill at **one time**.

- If you answer 80%, or at least 4 out of 5 questions, correctly in level 3, you will advance to level 4. (Every time you score 80% or higher on a level of the placement test, you will advance to the next level).
- If you score less than 80% in the level 3 placement test, answering less than 4 questions correctly, you will then take the level 1 placement test.
- The WIN system is designed to find the level that best matches your current skills in each topic area. Once the system finds this level, you will get a message on your screen (below) that instructs you to click exit and return to the Main Menu.



You should then return to the Main Menu and complete the placement tests for the two remaining skills.

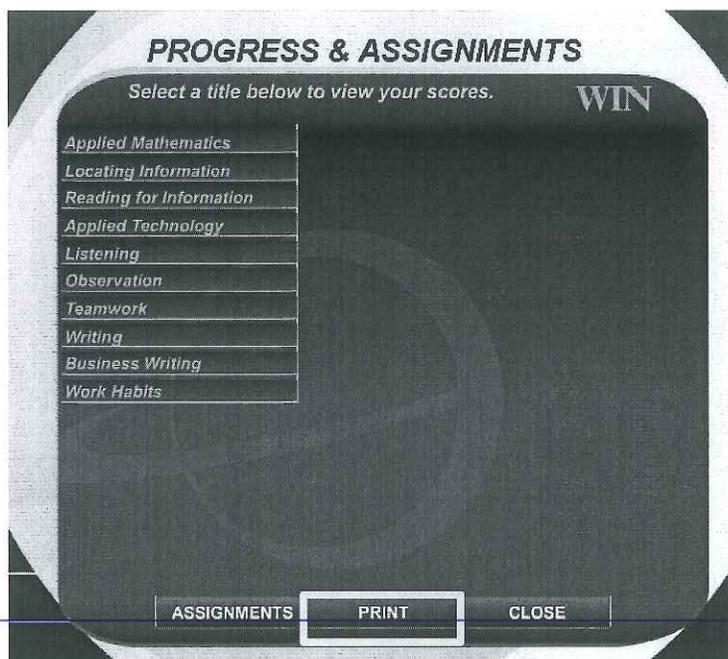
- Remember: You must complete the placement test for each of these skills:
  - Applied Mathematics
  - Reading for Information
  - Locating Information

**Printing Your Scores:**

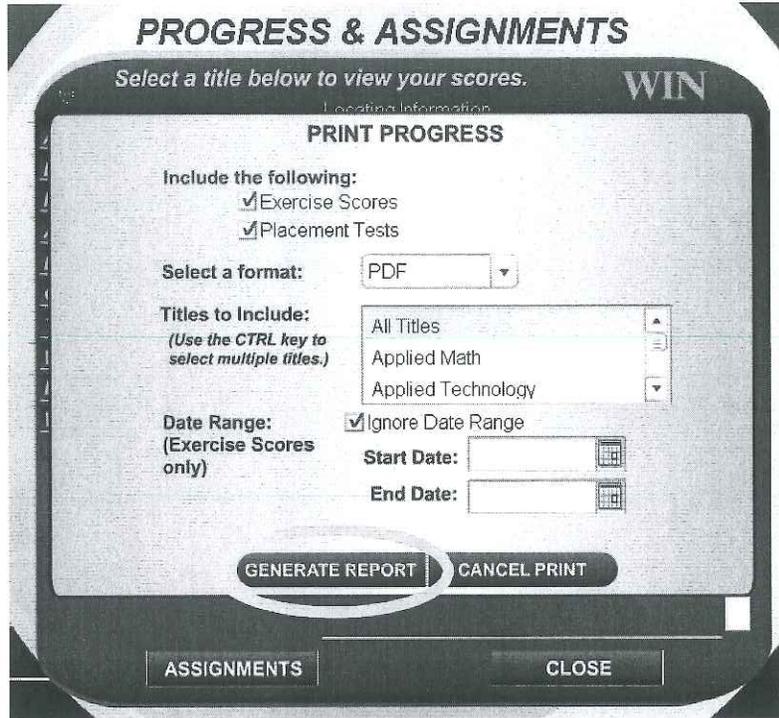
1. Once you have completed the placement tests for the Reading for Information, Applied Mathematics and Locating Information skills you will need to print your placement test scores. To do this you should click on the Progress button at the bottom left hand portion of the Main Menu



2. When you click on the "Progress" button, this screen will appear; click on "Print"



3. The screen below will appear, do not adjust any of the selections. Click on "Generate Report"



Your printable score report will appear in a new window, and will look similar to this:

http://ingov.wincshost.com/eng/php/reports5PDF/stu... | Page 5

1 / 1 | 82.4% | Sign | Find

### WORLDWIDE INTERACTIVE NETWORK WIN Courseware

**Student Progress**  
 Selection: Single Student  
 Title: All Titles  
 Scores included for the following dates: All

Report printed on: 2012/10/04 08:45:19

STUDENT: Demonstration, Student		Class: NA		Type: learner
TITLE	EXERCISE	DATE	LEVEL PASSED	EXERCISE TITLE
am	place	2012/10/04	0	Level Passed in Placement Test
li	place	2012/10/04	3	Level Passed in Placement Test
ri	place	2012/10/04	0	Level Passed in Placement Test

**LEGEND:**  
 AM: Applied Mathematics; AT: Applied Technology; LS: Listening; LI: Locating Information; OB: Observation; RI: Reading for Information; TW: Teamwork; WR: Writing; BW: Business Writing; CR: Work Habits  
 An \* next to the Area or Class signifies that there is at least a second Area and/or Class.  
 An \* next to the Score% signifies that this is a posttest and it is a passing score (and a certificate may be printed for this student/title/level).

4. Click the printer icon to print your scores.
5. **Once you complete the placement tests for the Reading for Information, Applied Mathematics and Locating Information skills and print your scores you will have completed the WIN requirement for the REA and WPRS programs. If you'd like additional WIN training access your WIN account anytime with the same user information.**

## **WIN Training:**

Once you have completed the steps above you don't have to stop there!

WIN can give you the boost you need to update your skills and stay competitive in the job market. This free training is available online 24 hours a day, 7 days a week so you can work at your own pace.

## **Why use WIN?**

By 2020, more than 90 percent of all jobs will require skill levels beyond those learned in high school. Because most training today is done on the job, businesses need employees who have a solid foundation in workplace skills and are trainable. WIN Career Readiness Courseware helps learners build real-world skills which provide a competitive edge in today's job marketplace.

Take your skills to the next level by earning a National Career Readiness Certificate (NCRC). An NCRC consists of the same three skills (Applied Mathematics, Locating Information and Reading for Information) for which you have just taken placement tests. WIN prepares you to take these and other WorkKeys assessments. An NCRC shows employers that you have essential workplace skills. Visit your local WorkOne for more information about WorkKeys or to register for the NCRC assessments.

# Attachment F-2: REA WIN Mgr Brochure

WELCOME TO THE  
**WIN** CAREER READINESS  
COURSEWARE

Indiana Department of Workforce Development

version 6.3.0

CLICK HERE TO BEGIN

Get ADOBE®  
FLASH® PLAYER

Get ADOBE®  
READER

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Solutions for *Life-learning*

WIN website:

<http://ingov.wincshost.com>

First Name:

Last Name:

PIN:

**Getting Started:**

To gain access to the WIN courseware, type in the web address <http://ingov.wincshost.com/>  
Click on the "Click Here to Begin" bar, the WIN login page will appear (below).



The screenshot shows the WIN Courseware login page. At the top left is the WIN logo with the URL W-WIN.COM. The main heading reads "Welcome to the WIN Courseware". Below this is a "Please Login" section with a sub-instruction: "(Complete the fields below. Press submit to log into the Courseware.)". There are three input fields: "FIRST NAME: (max 20 characters)", "LAST NAME: (max 20 characters)", and "PIN: (4 to 10 characters)". A "SUBMIT" button is located at the bottom center.

Enter your **first and last name** and the specific **PIN** (personal identification number) that has been provided to you.  
Click on "Submit"

The WIN Main Menu page will appear (below)



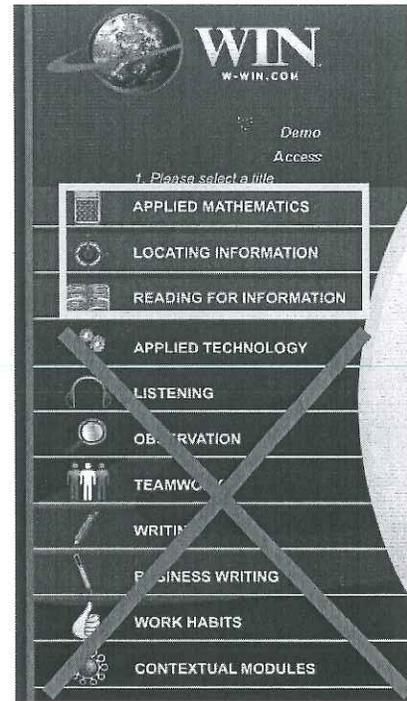
**REA and WPRS Participants and WIN Placement Tests:**

1. You will complete the placement test for each of these skills:

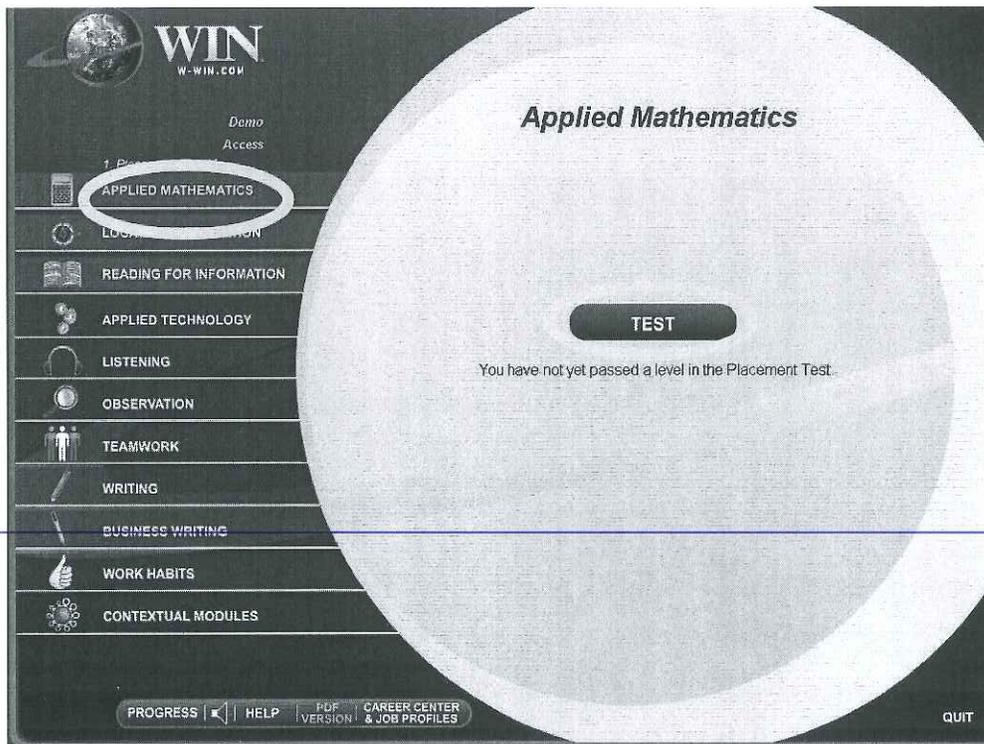
**Applied Mathematics**  
**Reading for Information**  
**Locating Information**

The placement tests will help you to understand your current level in each of these important workplace skills. Take your time and try to answer each question as correctly as possible.

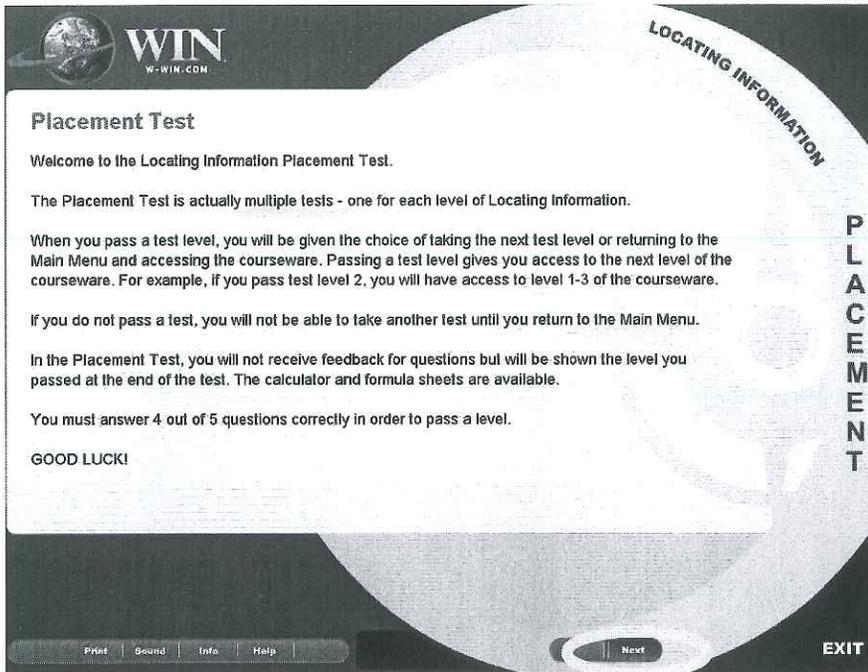
The placement test in each skill could take anywhere from 10 – 60 minutes to complete. You must complete the entire placement test for a particular skill at **one time**. You cannot save and come back to the placement test questions.



2. Click on the title of any of these three skill areas; you'll receive a message that you have not yet passed a level in the placement test (below); click on the "Test" bar to begin the placement test.

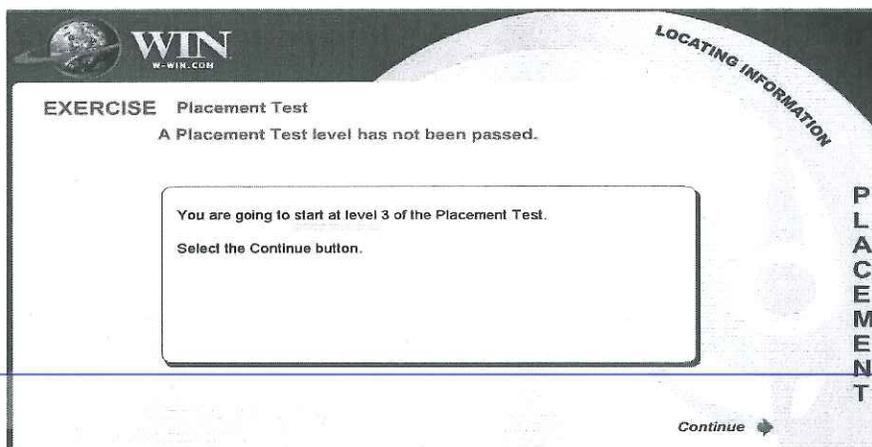


3. The first screen of each placement test will look similar to this:



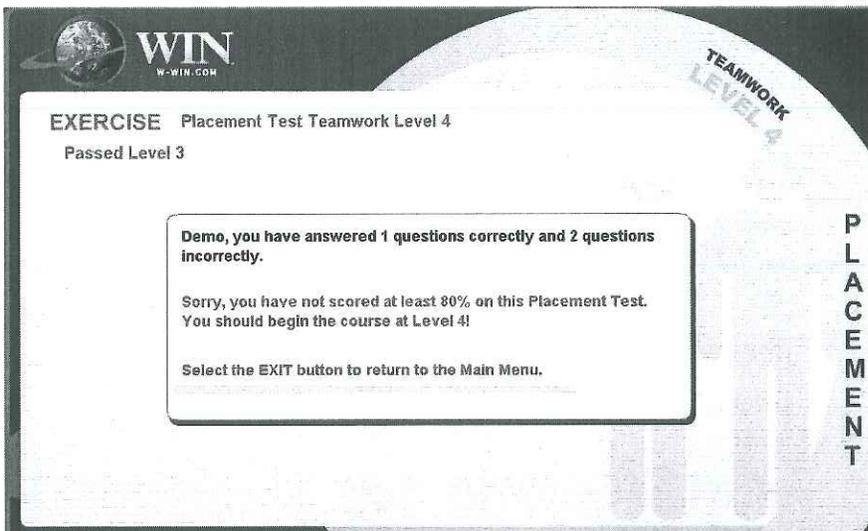
- Read the instructions carefully. You will see that this placement test will actually be a series of placement tests - one test at each skill level in the topic area you have selected.
- Once you have read and understand the directions, click "Next" to begin the placement tests.

4. All placement tests will begin at level 3:



- Each level of the placement test has 5 questions. You can take each level of the placement test only **once**. Remember, it is important to try and answer each question correctly and you must complete the entire placement test for a particular skill at **one time**.

- If you answer 80%, or at least 4 out of 5 questions, correctly in level 3, you will advance to level 4. (Every time you score 80% or higher on a level of the placement test, you will advance to the next level).
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You should then return to the Main Menu and complete the placement tests for the two remaining skills.

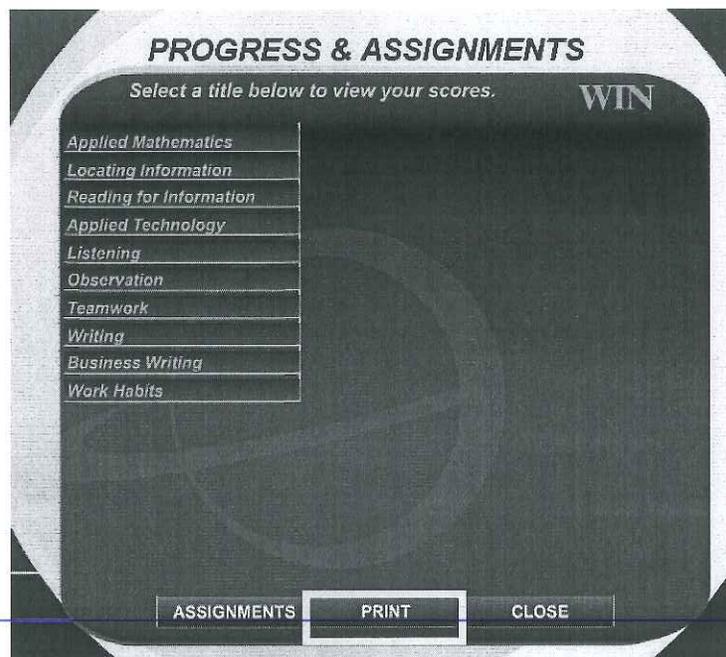
- Remember: You must complete the placement test for each of these skills:
  - Applied Mathematics
  - Reading for Information
  - Locating Information

**Printing Your Scores:**

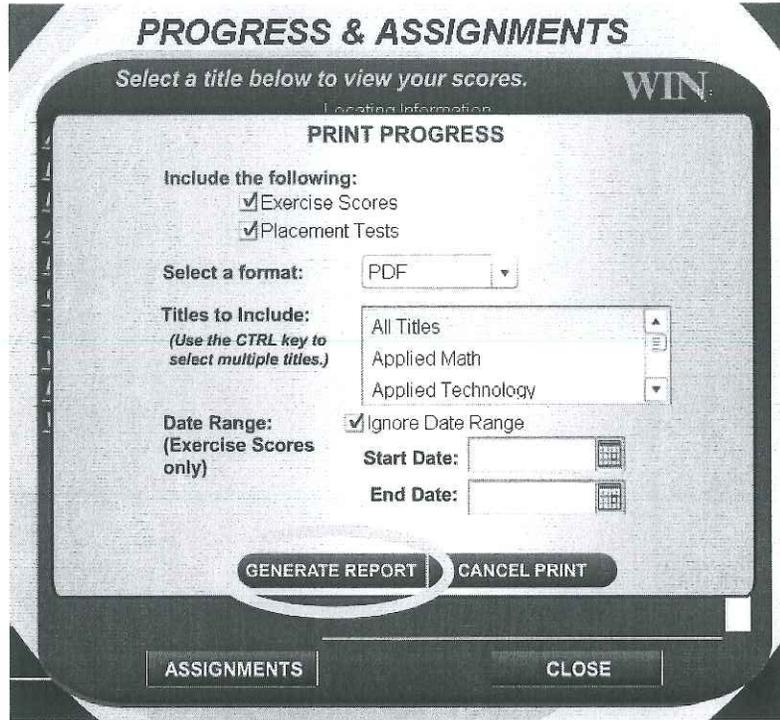
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2. When you click on the "Progress" button, this screen will appear; click on "Print"



3. The screen below will appear, do not adjust any of the selections. Click on "Generate Report"



Your printable score report will appear in a new window, and will look similar to this:

http://ingov.wincshost.com/eng/php/reportsSPDF/stu... Page 5

1 / 1 82.4% Sign Find

**WORLDWIDE INTERACTIVE NETWORK  
WIN Courseware**

**Student Progress**  
Selection: Single Student  
Title: All Titles  
Scores included for the following dates: All

Report printed on: 2012/10/04 08:45:19

STUDENT: Demonstration, Student		Class: NA	Type: learner	
TITLE	EXERCISE	DATE	LEVEL PASSED	EXERCISE TITLE
am	place	2012/10/04	0	Level Passed in Placement Test
li	place	2012/10/04	3	Level Passed in Placement Test
ri	place	2012/10/04	0	Level Passed in Placement Test

**LEGEND:**  
AM: Applied Mathematics; AT: Applied Technology; LS: Listening; LI: Locating Information; OB: Observation; RI: Reading for Information; TW: Teamwork; WR: Writing; BW: Business Writing; CR: Work Habits  
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An \* next to the Score% signifies that this is a posttest and it is a passing score (and a certificate may be printed for this student/title/level).

4. Click the printer icon to print your scores.
5. **Once you complete the placement tests for the Reading for Information, Applied Mathematics and Locating Information skills and print your scores you will have completed the WIN requirement for the REA and WPRS programs.** If you'd like additional WIN training access your WIN account anytime with the same user information.

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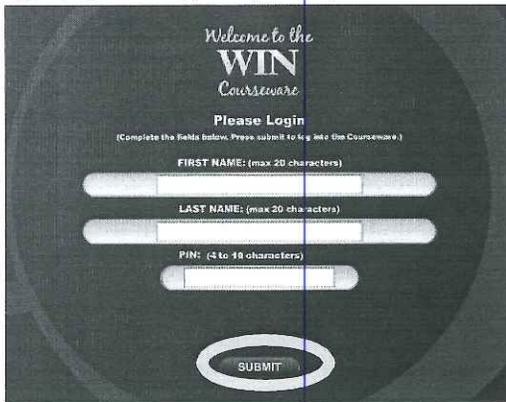
Take your skills to the next level by earning a National Career Readiness Certificate (NCRC). An NCRC consists of the same three skills (Applied Mathematics, Locating Information and Reading for Information) for which you have just taken placement tests. WIN prepares you to take these and other WorkKeys assessments. An NCRC shows employers that you have essential workplace skills. Visit your local WorkOne for more information about WorkKeys or to register for the NCRC assessments.

# Taking the WIN Placement Tests for the REA and WPRS Programs

## Getting Started:

To gain access to the WIN courseware, go to your internet browser (Internet Explorer, Google, Yahoo, etc.) and type in the web address <http://ingov.wincshost.com>

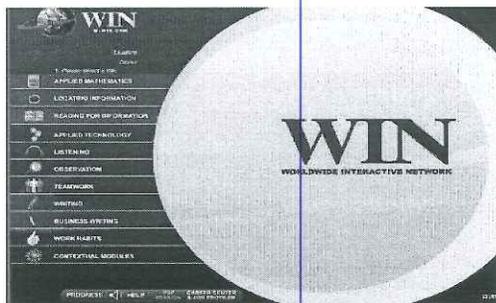
Click on the "Click Here to Begin" bar, the WIN login page will appear (below).



First \_\_\_\_\_ Name \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 PIN \_\_\_\_\_

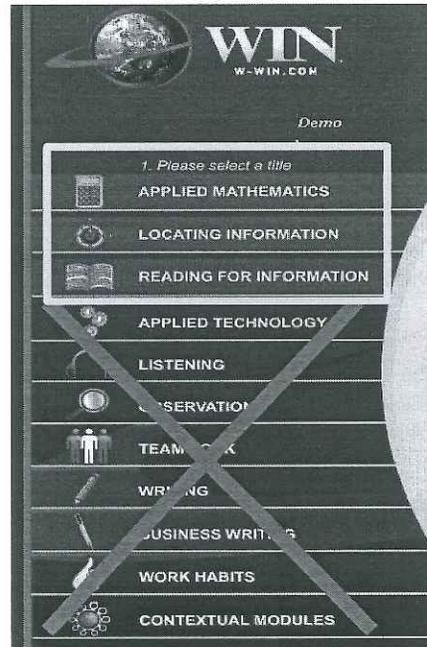
Enter your **first and last name** and your **PIN** (personal identification number). Click on "Submit"

The WIN Main Menu page will appear (below)



At this time, you need to complete only the placement tests for each of these workplace skills:

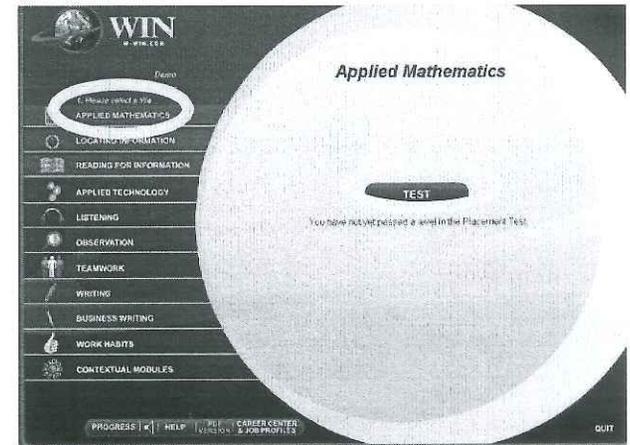
- Applied Mathematics
- Reading for Information
- Locating Information



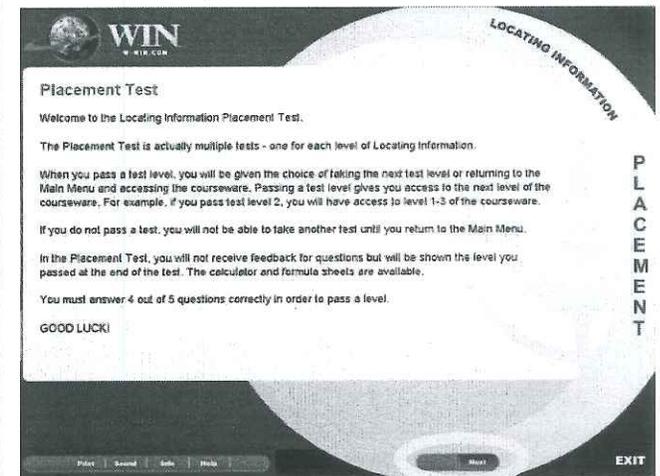
Take your time and try to answer each question as correctly as possible.

The placement test in each skill could take anywhere from 10 – 60 minutes to complete. You must complete the entire placement test for a particular skill at one time. You cannot save and come back to the placement test questions.

Click on the title of any of the three skill areas; you'll receive a message that you have not yet passed a level in the placement test (below); click on the "Test" bar to begin the placement test.



The first screen of each placement test will look similar to this (below):



Once you have read and understand the instructions click "Next".

**All placement tests begin at level 3:**



Placement Test  
A Placement Test level has not been passed.

You are going to start at level 3 of the Placement Test.  
Select the Continue button.

Each level of the placement test has 5 questions, try to answer each question correctly as you cannot come back to the placement test questions.

Every time you answer 4 of the 5 questions (80%) correctly you will advance to the placement test for the next level.

If you answer less than 4 of the 5 questions correctly at level 3 you will then take the level 1 placement test.

The WIN system is designed to find the level that best matches your current skills. Once that level is determined you will get a message (below) that instructs you to select "Exit" and return to the Main Menu.



EXERCISE Placement Test  
Passed Level 3

Demo, you have answered 1 questions correctly and 2 questions incorrectly.  
Sorry, you have not scored at least 80% on this Placement Test. You should begin the course at Level 4!  
Select the EXIT button to return to the Main Menu.

You should then return to the Main Menu and complete the placement tests for the two remaining skills.

**Remember:** You must complete the placement test for each of these skills:

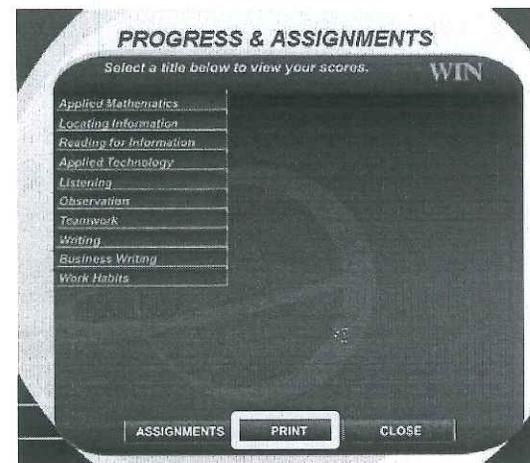
- Applied Mathematics
- Reading for Information
- Locating Information

**Printing Your Scores:**

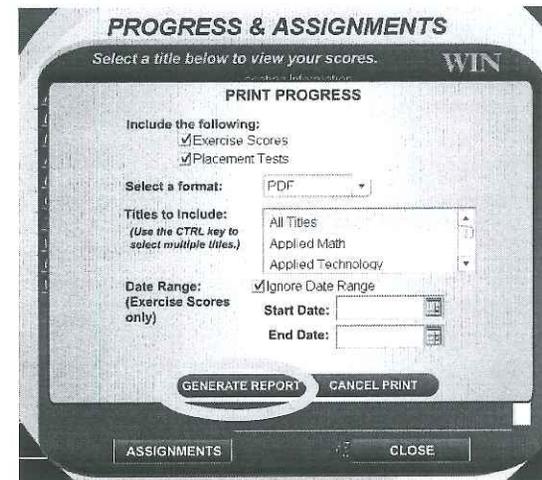
Once you have completed the placement tests for the Reading for Information, Applied Mathematics and Locating Information skills you will need to print your placement test scores. To do this, click on the "Progress" button at the bottom left hand portion of the Main Menu (below)



When you click on the "Progress" button, this screen will appear; click on "Print"



The screen below will appear, do not adjust any of the selections. Click on "Generate Report"



Your printable score report will appear; click on the printer symbol (usually at the top of the screen) to print your WIN scores.

**2014 Individual Reemployment Plan (IRP) for REA/ WPRS**

Name:  
Orientation Date:

Last 4 of Social Security #:  
Original Date of IRP:

**Understanding and Agreement**

**I have been informed of the Reemployment Services Program Requirements and agree to the following:**

**1. To complete all pre-orientation assessments as assigned:**

- Create suitable resume, visible online to employers, and complete Labor Market Information activities in IndianaCareerConnect.com (suitable means resume reflects claimant’s skills, education, and experience)
- Complete Interests and Work Values self-assessments in IndianaCareerConnect.com
- WIN Placement Test
- Return completed REA/WPRS Self Assessment at Orientation
- Provide four (4) weeks Work Search log using previous four (4) weeks of job search activities and bring with you to orientation

**2. To complete on REA/WPRS orientation day:**

- Finish all incomplete pre-orientation activities (if needed)
- REA/WPRS Orientation
- Review the WorkOne Services PowerPoint presentation
- Assessment Interview

**3. To complete Assessment Interview (one-on-one) with REA/WPRS Coordinator**

- Referral to self-directed job search. Claimants must submit four (4) weeks of appropriate Biweekly Work Search and Activity logs to coordinator for review in the weeks that follow Orientation day
- Claimant must maintain personal records of all weekly work search logs for all weeks the claimant is receiving Unemployment Insurance (UI) benefits and submit to DWD upon request for random audit to maintain continued UI eligibility
- Complete and sign Individual Reemployment Plan (IRP)

**4. To complete two (2) job search-focused activities per week during initial four (4) weeks of REA participation following orientation**

- Minimum of eight (8) reemployment activities to be completed during initial four (4) weeks of REA participation
- Activities include, but are not limited to: WorkOne workshops, skills assessments, networking event, career research, job shadowing, reverse Interview, self-help (adapting to change, motivational, career exploration, or job search related, etc.), books/videos/or websites utilized in the last two (2) weeks
- Two mandatory WorkOne workshops of REA claimant’s choice to be completed within 30 days

**5. To attend all appointments and activities scheduled by REA/WPRS Coordinator and case management staff**

**6. If referred to case management staff, to partner with Case Manager to build an Academic Career Plan (ACP), if needed, and come prepared to participate in its completion.**

**I agree to contact my REA/WPRS Coordinator or WorkOne Case Manager if I need assistance with any of the above steps, and/or within 48 hours of any scheduled event if I am unable to keep my scheduled appointment. Documentation of absence may be required.**

Please initial to document that you have read and understand this page \_\_\_\_\_

**Signatures and Agreements**

This plan outlines services that are designed to assist you in making a successful transition to new employment. By signing this document, you agree to fully participate in the specified activities and any additional as agreed upon with your Case Manager.

**I understand that failure to comply with the terms of this plan or my ACP (developed with my Case Manager) may affect my eligibility to continue to receive Unemployment Insurance Benefits:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REA / WPRS Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Orientation Day Checklist/30 Day Follow-Up**

- REA Self-Assessment completed
- Suitable resume on Indiana Career Connect, visible online to employers
- Two (2) Assessments and LMI assignments on Indiana Career Connect
- WIN Placement Test completed
- REA Group Orientation attended as scheduled
- REA Assessment Interview completed (REA Coordinator and REA/WPRS claimant)
- Timely submission of four (4) Weeks of REA Work Search and Activity Logs submitted (Logs must reflect appropriate job search based on claimant's skills, education, and work experience)
- Workshop Referral # 1 (Mandatory Reemployment Service, must be scheduled and completed prior to 30 day follow up.)  
 Workshop Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
- Workshop Completion date \_\_\_\_\_ or FTP date \_\_\_\_\_
- Workshop Referral # 2 (Mandatory Reemployment Service be scheduled and completed prior to 30 day follow up.)  
 Workshop Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
- Workshop Completion date \_\_\_\_\_ or FTP date \_\_\_\_\_

**REA / WPRS Waiver**

**REA ONLY:** I have already received reemployment services adequate to meet my needs. I understand that waiving these services *prior to meeting the minimum mandatory requirements* may affect my ability to receive further services from WorkOne in the future and will, most likely, adversely affect my eligibility to continue to receive Unemployment Benefits.

**WPRS ONLY:** I have been informed of available reemployment services and do not wish to participate in recommended services. I understand that waiving these services *prior to meeting the minimum mandatory requirements* may affect my ability to receive further services from WorkOne in the future and will, most likely, adversely affect my eligibility to continue to receive Unemployment Benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Attachment H: REA/WPRS 4 Week Work Search Log | 2014

## REA/WPRS Work Search and Activity Log for Weeks 1&2

Name: \_\_\_\_\_  
Last 4 of Social Security Number \_\_\_\_\_

Week #	Week ending	Company Name	Mailing Address or Website	App or Resume	In Person or Online	Job Title/Position or ICC Job Order #	Results
1	08/10/14	Sam's Dog Barkery	212 N. Main Indianapolis, 46218	App	In Person	Baker/Sales	Interview on 8/14/14
1	08/10/14	S&C Bakery	IndianaCareer Connect.com	App	Online	ICC 2121	App Submitted No results
1	08/10/14	Kelly's "What a CROCK" (food truck)	Whatacrock.com	App	Online	ICC 6215	Interviewed 8/11/14. Offer pending
2	08/17/14	Burger World	564 Madison Indianapolis 46216	App	In person.	Shift leader	No response
2	08/17/14	Flying Pizza	4587 1 <sup>st</sup> St Indianapolis 46212	App	In person	server	Offer pending background check
2	08/17/14	Chicken Bucket	IndianaCareer Connect.com	App	Online	ICC 58924	App Submitted No results

Other Job Search Activities including, but not limited to: Work One Workshops, Skills Assessments, Networking Event, Career Research, Job Shadowing, Reverse Interview, Self-Help (adapting to change, motivational, Career Exploration, or Job Search related, etc.), books/videos/or websites I have utilized in the last 2 weeks

	Job Search Activity Type	Date Completed	Topic or Activity	What did you Accomplish or Learn	How has it benefitted your job search?
Week 1	Skills Assessment Workshop	8/7/14	WorkOne Workshop	Learned how to identify my skills	Better resume and interviewing skills
Week 1	Job Shadowed at The Willows Nursing Home	8/8/14	Followed CNA	Not what I expected.	Changed my mind about CNA training.
Week 2	Resume Workshop	8/14/14	WorkOne Workshop	New resume	Better resume
Week 2	Interviewing Skills Workshop	8/14/14	WorkOne Workshop	Practiced interviewing	Learned how to interview effectively

### Instructions for Completion of the Reemployment Services Participation Log

This log will be submitted for review to your REA Coordinator every 2 weeks for the initial 4 weeks of your participation in REA/WPRS. Failure to submit appropriate job search/activity logs in a timely manner will result in an interruption and possible denial of weekly UI benefits for any affected weeks. (Submission instructions will be reviewed in orientation.)

1. REA/WPRS Work Search and Activity Log for Weeks : (Week-ending date will always be Saturday.)
2. Job Search Activity:
  - a. Date Submitted: When was application submitted? (Do NOT count picking up applications, only submissions).
  - b. Company Name: Spell out the name of the company you contacted to apply for a job.
  - c. Address or Website Link: Give the Physical address or the website address of the company you contacted and applied for a job. For example: 1234 Merchant Square, Your-town, IN 46222, or "IndianaCareerConnect.com".
  - d. Application or resume? Which did you submit?
  - e. In person or online? How did you apply for a position: on-line, email, or in person?
  - f. Job Title or Position Applied for? What is the position you applied for? If you applied on IndianaCareerConnect.com, please indicate the Job order number.
  - g. Results: "Pending"; "Not hiring"; "Interviewed"; "No response"; "Position offered"; "Submitted application"; "Did not accept job offer because...".
3. Resources Utilized:
  - a. Job Search Activity Type : Job Club; Websites; WorkOne Workshops; Library; Volunteerism; Reverse Job Interview
  - b. Date Completed: What date was this activity begun/ completed?
  - c. Topic or Activity: List the Websites used to research company background, occupational, or job seeking skills related: Books read with job search information. Location of Volunteerism. (Include a contact name for volunteerism).
  - d. How has it benefitted your job search? Consider the type of work you are seeking...why did you seek out this resource? Did you learn anything from this activity which will benefit your job search? What was the item or items you learned during this activity? How will it change your job search approach?

**REA/WPRS Work Search and Activity Log for Weeks 1&2**

Name: \_\_\_\_\_ Last 4 of Social Security Number \_\_\_\_\_

Week #	Week ending	Company Name	Mailing Address or Website	App or Resume	In Person or Online	Job Title/Position or ICC Job Order #	Results
1							
1							
1							
2							
2							
2							

**Other Job Search Activities including, but not limited to: Work One Workshops, Skills Assessments, Networking Event, Career Research, Job Shadowing, Reverse Interview, Self-Help (adapting to change, motivational, Career Exploration, or Job Search related, etc.), books/videos/or websites I have utilized in the last 2 weeks**

2 Per Week	Job Search Activity Type	Date Completed	Topic or Activity	What did you Accomplish or Learn	How has it benefitted your job search?
Week 1					
Week 1					
Week 2					
Week 2					

# Attachment H: REA/WPRS 4 Week Work Search Log | 2014

Name: \_\_\_\_\_

Last 4 of Social Security Number \_\_\_\_\_

Week #	Week ending	Company Name	Mailing Address or Website	App or Resume	In Person or Online	Job Title/Position or ICC Job Order #	Results
3							
3							
3							
4							
4							
4							

**Other Job Search Activities including, but not limited to: Work One Workshops, Skills Assessments, Networking Event, Career Research, Job Shadowing, Reverse Interview, Self-Help (adapting to change, motivational, Career Exploration, or Job Search related, etc.), books/videos/or websites I have utilized in the last 2 weeks**

2 Per Week	Job Search Activity Type	Date Completed	Topic or Activity	What did you Accomplish or Learn	How has it benefitted your job search?
Week 3					
Week 3					
Week 4					
Week 4					