

Worker Profiling Checklist

Worker Profilers are selected because they may exhaust their benefits before becoming reemployed. They are required by Employment Security to enroll in reemployment services or risk losing their benefits.

SEEKER REGISTRATION

Verify birthdate/update jobs.mo.gov/Toolbox 2.0 info for accuracy (address/phone/work history)

ASSESSMENT Click on the **Assessment** icon  . On the “Assessment” screen, complete the **Employment, Education, and Support System** (Housing needs, transportation) **tabs and Initial Assessment.**



EMPLOYMENT PLAN/ENROLLMENT

1. **If new enrollment; Enroll in WIA Core Adult and Dislocated Worker (DW), click in checkbox next to Worker Profiling then click “Enroll” Individual will now be enrolled in Worker Profiling along with WIA Core Adult and DW.**
2. **Select the “Employment Plan” Tab**
3. **Complete employment O-Net, Goal (types of work applying for) and Justification (reason why they are qualified to do that type of work) then add Services:**

ENROLLMENT SERVICES

1. **Profile Orientation-Enter & Close same day. Review with Customer the services available to them in the Career centers. Shows participation in Worker Profiling & ensures release of benefits.**
2. **Assessment-same procedure as anyone else. Do Career Ready 101(Initial Assessment).**
3. **The Career Path Discovery (It’s All About You) is a good tool to use with the Profiled Claimant.**
4. **Complete Employment Plan with objectives and services listed below.**
 - a. **Profile Orientation**
 - b. **Job Search Service-Job Search is a UI requirement.**
 - c. **Intensive Employment Services: Profile Services**
 - **profiling workshops & Job Club;**
 - **profiling referral to education & training;**
 - **profiling job placement services & referral to employment.**
5. **Print Employment Plan (EP)-counselor and profiled claimant sign the EP.
EP is to be kept for one benefit year.**
6. **Workshop Enrollment-Utility then Workshops-match the workshop topic to the EP objectives and services. Result the workshop when completed and close the service. If a profiled claimant doesn’t show for a scheduled workshop, send a PO 84.**
7. **Profiled Claimants must actively participate in reemployment services at least once a month.**
8. **Referrals-Make any appropriate service referrals to other agencies.**

CLOSING ENROLLMENT

1. **The enrollment will be closed by DES when a claimant stops claiming benefits.**
2. **If the claimant goes on to EUC, then close all profile services and enrollment.**

If a RJS link appears, do both.