

Instruction Guide for Claimants

RESEA SELF-SCHEDULING

Re-Employment Services Eligibility & Assessment



6/24/2021



What is RESEA?

- The Re-Employment Services Eligibility & Assessment (RESEA) program provides qualifying Unemployment Insurance (UI) claimants with one-on-one coaching and relevant services to help them in their reemployment journey.
- Advice and referrals are tailored to each job seeker based on their specific needs and timeframes.
- Services include structuring a job seeking plan, job skills assessments, guidance on using Maine Job Link and many other valuable services.

Self-Scheduling your RESEA appointment

- This guide will provide you with step-by-step instructions on how to schedule your RESEA appointment.
- If you do not schedule your RESEA appointment through your ReEmployME account within 7 days from the date on the letter you received an appointment date and time will be scheduled for you.
- Your participation in this RESEA program is required.
- If you do not attend the scheduled RESEA appointment you risk a denial of unemployment benefits.
- For answers to Frequently Asked Questions about RESEA, visit <https://www.maine.gov/labor/resea/>

Your ReEmployME Main Menu

- First, login to your ReEmployME account.
- After logging into your ReEmployME account you will see a message informing you to schedule your RESEA appointment.

Maine.gov Agencies | Online Services | Help | Search Maine.gov

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Welcome [redacted] Home | Log out

Unemployment Claim | Weekly Claim | Update Address | Benefit Maintenance | Inquiry | Correspondences | File Appeal | ReEmployment Services | Documents

View & Print 1099 | Provide PUA Proof of Earnings | Provide PUA Proof of Employment | MEUC Application | Identity Verification | Schedule Appointment

Online Interview | PUA Recertification | Reschedule Appointment

You last logged in at 06/09/2021 10:12:43 AM

You have been selected for the Re-Employment Services Eligibility and Assessment (RESEA) Program. Please check the 'Correspondences' tab to view your program invite letter for additional details. Once selected, participation in the program is required. You may self-schedule your appointment by selecting the 'ReEmployment Services' tab at the top of the screen. You have until June 15, 2021 to schedule your appointment. After that time, an appointment will be scheduled for you.

Your ReEmployME Main Menu

- Next, select the ReEmployment Services tab
- Select Schedule Appointment if this is your first scheduling attempt.
- Select Reschedule Appointment if you are rescheduling a previously scheduled appointment.

Maine.gov Agencies | Online Services | Help | Search Maine.gov

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Schedule Appointment
Reschedule Appointment

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RESEA Self-Service Schedule Screen

- To schedule your RESEA appointment now select Yes and then select Next.
- If you select No and then select Next, an RESEA appointment date and time will be automatically scheduled for you.

WC-199

RESEA Self Service Schedule

Would you like to Schedule the appointment ? Yes No

Home Next>

RESEA
Self-Service
Schedule
Screen

- The name of the CareerCenter closest to you will display.
- Select the Date drop down menu for available dates and then select Next.

WC-199

RESEA Self Service Schedule

Would you like to Schedule the appointment ? Yes No

1. Career Center
2. *Select Date

Greater Portland CareerCenter

-Select-

-Select-
06/21/2021
06/22/2021
06/23/2021

Home

Next>

RESEA Self-Service Schedule Screen

- Select the Time drop down menu for available times.
- Next, if you have any accommodation requests provide this information in box number 4.

WC-199

RESEA Self Service Schedule

Would you like to Schedule the appointment ? Yes No

1. Career Center Greater Portland CareerCenter

2. *Select Date 06/21/2021

3. * Select Time -Select- ←

4. Accommodation Request
(Must not exceed 10000 characters) ←

RESEA
Self-Service
Schedule
Screen

- Next, select Yes or No to needing a language interpreter.
- If you selected Yes, select the language needed from the drop-down menu or enter the language you need in the box below.

WC-199

RESEA Self Service Schedule

Would you like to Schedule the appointment ? Yes No

1. Career Center
Greater Portland CareerCenter

2. *Select Date
06/21/2021

3. * Select Time
-Select-

4. Accommodation Request
(Must not exceed 10000 characters)

5. * Interpreter Required
 Yes No

If Yes, Select the Language
-Select-

i. If Other, enter language

RESEA Self-Service Schedule Screen

- The last step, number 6, select from the drop-down menu how you would like to attend your RESEA appointment.
- In person at your local CareerCenter or online using Zoom.
- Select Next.

WC-199

RESEA Self Service Schedule

Would you like to Schedule the appointment ? Yes No

1. Career Center Greater Portland CareerCenter

2. *Select Date 06/21/2021

3. * Select Time -Select-

4. Accommodation Request
(Must not exceed 10000 characters)

5. * Interpreter Required Yes No

 If Yes, Select the Language -Select-

 i. If Other, enter language

6. * How would you like to attend the RESEA services? -Select- 

[Home](#) [Next>](#) 

Your RESEA Appointment Verification Screen

You must select **Submit** at the bottom of this screen for your appointment date and time to be secured. If you select Back – your appointment information may not be saved.

WC-066

RESEA Scheduling Details Verification

RESEA Center	Greater Portland CareerCenter
Date Selected	2021-06-21
Time Slot Selected	09:00 AM-10:30 AM
Accommodation Request	TTY
RESEA services Attendance Mode	Zoom
Interpreter Required	Yes
If Yes, Select the Language	Other
If Other, enter language	French

You must select Submit for your request to be completed. If you select Back before you have selected Submit your information may not be saved.

<Back

Submit

Your RESEA Appointment Confirmation Screen



You can now select Home to exit.

You will receive an email confirmation of your RESEA appointment date and time.

To reschedule your appointment come back to your ReEmployME account and select Reschedule Appointment from the Reemployment Services tab.

You can only reschedule your appointment within the same week your appointment is already scheduled, and you may only reschedule using the self-service option one time.

This concludes the RESEA self-service appointment scheduling tutorial.

Visit, <https://www.maine.gov/labor/resea/> for information about the RESEA program, Frequently Asked Questions and your local CareerCenters information.



6/24/2021

