

Reemployment Services Next Steps

Customer Name: _____ Participant ID: _____

Email: _____ Phone Number: _____

Address: _____

RESEA Case Manager: **John Doe**

Phone: **316-555-5555**

Email: **John.Doe@ks.gov**

Each step below needs to be completed by the date listed.

Client Initial		DATE	TIME	COMPLETED
_____	1. Upload Resume to www.KansasWorks.com Contact Case Manager once uploaded	_____	_____	<input type="checkbox"/>
_____	2. Thirty Day Job Search Follow Up (In-Person) Must EMAIL Job Search Log	_____	_____	<input type="checkbox"/>
_____	3. Reemployment Success Workshop: (if applicable) (ADD HYPERLINK)	_____	By Noon	<input type="checkbox"/>
_____	4. ACT WorkKeys NCRC (if applicable)	_____	_____	<input type="checkbox"/>

If you are unable to attend or complete any of these items, you MUST contact your Case Manager PRIOR to the deadline. Rescheduling may result in an automatic, system-initiated suspension of your unemployment benefits. Failure to make contact PRIOR to the deadline listed will result in an automatic, system-initiated suspension of your unemployment benefits.

#1 KANSASWORKS.com – www.KansasWorks.com

- ❖ Upload Resume (*within 30 days of Orientation Date*)
- ❖ Conduct Job Search

#4 ACT Workkeys Curriculum – <https://WorkKeysCurriculum.ACT.org/>

- ❖ Practice for WORKReady! Assessment (*if applicable*)

Username: **Your Email listed Above**

User Password: **P@ssword**

My Courses:

- WorkKeys Curriculum Applied Math Levels 1-2
- WorkKeys Curriculum Applied Math Levels 3-7
- WorkKeys Curriculum Graphic Literacy Levels 1-2
- WorkKeys Curriculum Graphic Literacy Levels 3-7
- WorkKeys Curriculum Workplace Documents Levels 1-2
- WorkKeys Curriculum Workplace Documents Levels 3-7