



RESEA Customized Labor Market Information Desk Aid

This desk aid provides Workforce Solutions staff instructions on providing Customized Labor Market Information (CLMI) to Reemployment Services and Eligibility Assessment (RESEA) customers and documenting this through data entry under service code 245—Customized Labor Market Information in WorkInTexas.com (WIT).

Background

CLMI helps customers make informed decisions about their career planning, educational and training opportunities, and job search strategies. Workforce Solutions Office staff provides CLMI face-to-face during a customer's initial RESEA appointment and any subsequent RESEA appointments. CLMI is Labor Market Information (LMI) for RESEA customers based on their:

- current occupations;
- desired occupations;
- skills and abilities;
- location preferences;
- salary expectations.

Documentation of CLMI services must be uploaded to the customer's WIT profile to comply with US Department of Labor program requirements.

CLMI Process for Staff

Workforce Solutions staff must:

- Complete the CLMI one-on-one and face-to-face with the customer.
- Engage in a conversation with the customer to:
 - review their work history and previous occupations;
 - assess their skills and abilities;
 - identify desired job location preferences;
 - discuss salary expectations and job market trends for their qualified occupation.
- Add a summary of the CLMI discussion to the comment section of the Individual Employment Plan (IEP)
- Show the customer how to use the [Texas LMI tools](#) and ensures the customer understands how CLMI may be used to conduct or enhance their job search.
- Ensure the customer can efficiently navigate WIT to allow for more in-depth research about occupations and locations.
- Complete the online CLMI form in WIT and save the form to the **Staff Documents** tab in the customer's profile.
- Enter the date the CLMI form was completed under service code 245—Customized Labor Market Information

CLMI Process for WorkInTexas.com

The CLMI form is automated and resides in [WIT](#).

Accessing the CLMI Form

To access the CLMI form in WorkInTexas.com:

1. Log in to WIT.
2. Go to **Menu**.
3. Scroll down to **Services for Workforce Staff**.
4. Under **Manage Individual**, select **Assist an Individual**.
5. Select Customer to assist.
6. Select **Staff Profiles**.
7. Select **General Profiles**.
8. Select **Documents**.
9. Select **Complete Online Form**.
10. Select **Customized Labor Market Information Form**.
11. Select **Action** Tab.
12. Select the **Select** tab and complete required fields.
13. Save Form.

Certifying CLMI Was Discussed

When providing CLMI during each RESEA appointment, staff must complete the following questions on the CLMI form under “Completed CLMI,” certifying that CLMI was discussed and/or updated with the customer.

Completed CLMI

(Drop-down menu options: **Initial RESEA, RS1, RS2**)

1. Discussed and/or updated skills and abilities? (Yes/No)
2. Discussed and/or updated current/desired industries and occupations? (Yes/No)
3. Discussed and/or updated Location/Counties? (Yes/No)
4. Discussed and/or updated salary expectations? (Yes/No)
5. Reviewed job market trends? (Yes/No)
6. Is interested in the WIOA Program? (Yes/No)
7. Was appointment set to meet with WIOA Career Specialist? (Yes or N/A)

Saving the CLMI Form in WIT

Select **Save** at the bottom of the screen, and the CLMI form will save in WIT. There is no need to upload the form.

Once completed, enter service code 245 in WIT using the date the CLMI was completed as the start and end date of the service. All services must be completed the same day.