

Mass Workforce Issuance

Workforce Issuance No. 08-34

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Managers

cc: WIA State Partners

From: Jennifer James, Undersecretary of Workforce Development
Executive Office of Labor and Workforce Development

Date: September 4, 2008

Subject: **Massachusetts Career Day 2008: September 18, 2008 and
MOSES Data Entry Operating Procedures**

Purpose: To inform Local Workforce Investment Boards and One-Stop Career Center management and staff of specific procedures for identifying and tracking both job seekers and job orders listed by employers participating in **Massachusetts Career Day** activities.

Background: Governor Patrick has designated Thursday, September 18, 2008 as **Massachusetts Career Day** for the Massachusetts One-Stop Career Center community. As in prior years, career center staff should be posting available job openings for all employers participating in **Massachusetts Career Day** activities as a specific service to our business customers. Job orders listed for participating businesses in conjunction with this year's **Massachusetts Career Day** effort should be marked as such. To clearly identify **Massachusetts Career Day** job orders, change or select "*Mass Career Day*" from the Job Category list of the Job Order in MOSES.

Career Center Staff will also add job seekers and employers into their **Massachusetts Career Day Event**. Events have been created for all Career Centers labeled: "**Massachusetts Career Day**". A *Job Seeker* and an *Employer* event that has been pre-assigned to each One-Stop Career Center. These events

do not have services assigned. Career Centers that wish to document services to participating job seekers and/or employers should plan on updating these events with services or use additional methods to document activities.

Events already created by Career Center Staff were updated only if the Event Name did not contain the full label of “Massachusetts Career Day”; services assigned to these events were left as is. **We will be looking for this event name when we develop reports – do not re-title the event.**

Following these procedures will assist in reporting outcomes related to **Massachusetts Career Day** activities. The information you provide will be used to evaluate return on investment. Be aware that the Governor is extremely interested in employment outcomes of all workforce development activities.

Additional detail regarding data entry procedures for **Massachusetts Career Day** related activities is described in Attachment A.

Action

Required: Please inform all Career Center staff working with job seekers, employers or job orders for **Massachusetts Career Day** of the tracking options described above.

Inquiries: Questions about the MOSES application should be directed to MOSES Help Desk at 1-617-626-5656. Also, indicate Issuance number and description.