

Mass Workforce Issuance

Workforce Issuance No. 07-66

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 Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Date: October 4, 2007

Subject: **Massachusetts Career Day 2007: October 18, 2007 and
MOSES Data Entry Operating Procedures**

Purpose: To inform One-Stop Career Center management and staff of specific procedures for identifying Job Orders listed by Employers and Job Seekers who participate in **Massachusetts Career Day** activities.

Background: Governor Patrick has designated Thursday, October 18, 2007 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**". There is a Job Seeker and an Employer event 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.

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.

Attachments: Attachment A – List of Job Seeker and Employer Massachusetts Career Day Events
Attachment B – Additional MOSES Data Entry Procedures