

Mass Workforce Issuance

Workforce Issuance No. 11-47

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: George Moriarty, Director
Department of Career Services

Date: July 21, 2011

Subject: **Posting Job Fair / Recruitment Events in MOSES and on JobQuest**

Purpose: To provide Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with recommended guidance with regard to data entry for posting Job Fairs and Recruitment event information in MOSES and on JobQuest.

Background: A recent review of the Job Fair and Recruitment postings in JobQuest has demonstrated that job seekers and employers are making increased use of the Job Fair / Career Fair and Recruitment entries in JobQuest. This review also identified a need to ensure that the detailed information for these events is entered as accurately as possible in order to both provide the highest level of customer service and to promote consistency across the One-Stop Career Center system. The attached MOSES guidelines are intended to address these needs.

Instruction on “Event Creation” was only taught to system Managers as part of the formal training sessions conducted in June 2000 when MOSES was initially introduced. As Event Creation has not been part of the Basic MOSES training curriculum since 2000, local areas should identify current staff who will be given “Event Creation” rights in MOSES and assure that they are knowledgeable of these guidelines. The attached documents will provide background and instruction to said staff with regard to the proper creation of a Job Fair / Recruitment “event” in MOSES.

Inquiries: Please direct all questions to Tom Cartier at tcartier@detma.org . Also, indicate Issuance number and description.