



Workforce Issuance

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☒ Policy ☐ Information

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: October 31, 2024

Subject: **Sharing Our Story! MassHire Communication Portal**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners of the MassHire Communication Portal.

Background: The MassHire Department of Career Services (MDCS), Executive Office of Labor and Workforce Development (EOLWD) and the Governor's Office are interested in learning about the "happenings" across the MassHire Workforce System including local workforce development activities, initiatives, and events.

The MassHire Communication Portal will facilitate information sharing and serve as a mechanism to provide a 14-day outlook on upcoming local and regional activities, information, and events that MDCS, EOLWD, and the Governor's Office wants to know about.

Information shared through the MassHire Communication Portal will be used to promote and lift-up local and regional activities occurring throughout the state.

Policy: MDCS is responsible for gathering information from the MassHire Workforce System for the purpose of informing EOLWD and the Governor’s Office of statewide local and regional activities.

Every local area will please adhere to the following instructions and schedule to do your part in sharing all the good work that is happening throughout the MassHire Workforce System every day.

MassHire Communication Portal Instructions

1. Use the Microsoft Forms link below to access the MassHire Communication Portal form:
[MassHire Communication Portal form](#)
2. Add the following information to the MassHire Communication Portal:
 - Contact information of person submitting the information
 - Upcoming events or activities occurring within the next 14-days
 - Description of each event or activity
 - Date and time of each event or activity
 - Supporting documents including flyers, website links, promotional materials, etc.
3. If you have more than one event to report, select “Yes” when asked if you would like to add another. If not, select “No” to complete the survey.
4. Please refresh your local information with the 14-day look-ahead every time there is a newsworthy “happening”, with updates completed by the 1st and the 15th of each month.

Action

Required: Each local area is required to identify a Single Point of Contact (SPOC) that will be responsible for providing local information and ensuring timely updates to the MassHire Communication Portal.

To keep the EOLWD Communications Department apprised of current good news and upcoming events it is essential that the portal is refreshed as each newsworthy item unfolds.

Please provide the contact information for your MassHire Communication Portal SPOC to Jack Rhatigan at john.rhatigan@mass.gov **No later than COB 11/6/24.**

Effective: Immediately

Inquiries: Please email questions PolicyQ&A@mass.gov