



Workforce Issuance

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☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 10, 2020

Subject: **SharePoint - Shared Access to MassHire Career Center Resources**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and workforce partners of a centralized, easily accessible website location for MassHire Career Center and partner staff of resources available on SharePoint.

Background: The MassHire Department of Career Services (MDCS) created a centralized repository on SharePoint for the purpose of storing and sharing Career Center resources. Career Centers are at various stages of delivering virtual services, and the goal is to gather resources in a central location for Career Centers across the state to share and access materials for workshops, trainings, webinars, PPT presentations, and recordings for working with customers and businesses virtually.

Collaboration within our workforce system and how we communicate with customers is evolving within the “new normal” of delivering virtual services. A centralized repository will allow for stronger partnerships and timesaving efforts

as we work together to create content that can be shared and/or modified to suit the demographic and regional needs of Career Centers and customers.

ACCESSING MATERIALS ON SHAREPOINT

Access to SharePoint is currently limited to anyone with a Detma.org email address. For the purpose of accessing SharePoint, Career Centers that do not have staff with a Detma.org email address, would designate two managers, directors or staff (primary and backup), who would be given permissions in SharePoint with their non-Detma.org email. This will allow staff to access content and download material.

Career Centers must do the following by July 31, 2020:

- Designate two managers, directors or staff (primary and a backup) who will be given permissions to access the content and download material. Please submit to the realmi@detma.org mailbox:
 - Designees' names
 - Titles
 - Email addresses

The content described below will be posted to SharePoint and permissions will be added for the designated Detma.org and non-Detma.org addresses.

MDCS will work to ensure that folders and sub-folders for saving resource materials will be clearly labeled and identifiable to assist in finding appropriate resource topics. The resource material topics for the SharePoint repository, include, but are not limited to:

- Customer Focused
 - Job search workshops (resume, interviewing, etc.)
 - Technical trainings (LMI tools such as TORQ)
 - Fillable documents
- LEP Customer Focused
 - Translated PowerPoint presentations
 - Translated fillable documents
- Business Focused
 - Vetting materials
 - OJT information
 - Fillable documents
- Vendor Focused

Action

Requested: Please submit designees by July 31, 2020.
Resource material should be submitted as available. Both of these items should be submitted to the general mailbox at realmi@detma.org. The SharePoint repository will allow sharing and storage of this information for colleagues across Massachusetts.

***NOTE:** Please add in the subject line if the materials are for customers, LEP customers, businesses, or vendors.

Effective: Immediately

Inquiries: Please direct all questions to Kim Leonard at kim.m.leonard@detma.org or Gail Normandin at gail.normandin@detma.org. Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.