



Workforce Issuance

100 DCS 14.330

Policy Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: April 17, 2020

Subject: **MassHire Reports Webinar Series: Recently Separated Claimants by Occupational History**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of a WebEx training in the *MassHire Reports Webinar* series.

Background: Webinars in the series will focus on one topic, such as a particular report or functional report topic. Webinars are anticipated to be available quarterly and staff from across the Commonwealth are encouraged to contribute ideas for these webinars. **Registration is available online through Eventbrite.**

The first reports training webinar is scheduled for 1:30 pm – 2:30 pm on Wednesday, April 29, 2020 via WebEx. The training will review a Crystal report for selecting recently separated claimants based on work histories (occupational experience). This report will be helpful to MassHire Career Centers for responding to local employer staff needs and targeted recruitments and for directing customers to relevant job fairs and job openings. The webinar will cover accessing the report, running the report in Crystal Reports and Report Viewer Pro software, exporting the report to Excel, and sorting and selecting information once in Excel. The training will also cover recommended uses of the report.

Participants are encouraged to come with questions and suggestions for report topics for future webinars.

Action

Requested: Register at <https://www.mass.gov/service-details/mdcs-reports-webinar-series>

Inquiries: Please direct all inquiries to Leslie Abramowitz at leslie.a.abramowitz@detma.org. Please reference this Issuance number with your inquiry.