



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: May 20, 2020

Subject: **MassHire Reports Webinar Series: MassHire Job Order Matching Report**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce development 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 third webinar in the series is scheduled for Friday, May 29th at 10:00 am via WebEx. The training will review the new MassHire Job Order Matching report that matches open job order positions to job seekers based on work histories (occupational experience). This report will be helpful to MassHire Career Centers for responding to open job order positions. The webinar will cover accessing the report, running the report in Crystal Reports, 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.