



Workforce Issuance

100 DCS 14-370

☐ 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: November 3, 2020

Subject: **MassHire BizWorks Training - The Essentials of Job Referrals**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other workforce partners of the MassHire BizWorks training, *"The Essentials of Job Referrals"*. The training is designed for Career Center Business Services Reps, Counselors, Career Advisors, Job Developers, Recruiters, Managers and other staff associated with job referral activities.

Background: The MassHire BizWorks Staff Training & Development committee will be conducting training sessions in November 2020. The Essentials of Job Referrals will be offered over multiple dates. This training is designed to provide staff with knowledge and skills to improve their ability to effectively identify qualified candidates (vetting process) make appropriate job referrals, document all services, and conduct follow-up for hires. The training will cover the following topics:

- What is the Vetting Process?
- Outreach to Job Seekers
- MOSES data entry of the vetting process, outreach, and referral services
- Generating Reports to track productivity and follow-up

The virtual training will be offered on the following dates:

Tuesday	November 17, 2020	1:30pm - 3:30pm
Thursday	November 19, 2020	9:30am - 11:30am
Thursday	November 19, 2020	1:30pm - 3:30pm
Friday	November 20, 2020	1:30pm - 3:30pm

Action

Requested: Please share this issuance with all appropriate staff and ensure that staff involved in providing appropriate job referrals register for this training.

Staff must register for this training in advance through Eventbrite* by clicking on the link below.

<https://www.eventbrite.com/e/the-essentials-of-job-referrals-tickets-127734093111>

Effective: Immediately

Inquiries: Please direct questions to Norca Disla-Shannon/Norca.Disla-Shannon@DETMA.ORG. Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.

** MassHire Department of Career Services ("MDCS") uses EventBrite for the sole purpose of registering and tracking registrations and attendance for MDCS-sponsored training. EventBrite is an open site, and is not a partner of, endorsed by, affiliated with, or otherwise maintained by the Commonwealth of Massachusetts or MDCS. As an open platform, content on EventBrite is not moderated. References on EventBrite to non-MDCS products, groups, or entities do not constitute an endorsement or recommendation by MDCS, its officials, or its affiliates. For questions regarding training registration, please contact MDCS Central Programs.*