

## Message from the Director of Labor and Industrial Relations

Hawai'i is faced with new challenges as the world becomes a more competitive place for business. In order to succeed in an increasingly competitive global market, Hawai'i must focus on its most important natural resource: its people. By providing our local workforce with the necessary skills and opportunities, Hawaii will be able to meet future challenges.

As part of the Department of Labor & Industrial Relations, the Workforce Development Division (WDD) is tasked with providing a variety of top-notch workforce services to Hawai'i's job seekers and employers.

WDD provides jobseekers a variety of services to help them find that right career. From utilizing our HireNet Hawai'i system to look for job postings to learning about apprenticeship opportunities, job seekers will find WDD a useful resource.

Employers have various services available to them. In addition to employee and internship training opportunities, WDD offers tax credits and other benefits.

After reading our brochure, I urge you to take the opportunity to take advantage of the numerous services WDD has to offer you!

Mahalo,



Dwight Takamine  
Director, DLIR

## DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

### Services That Benefit You

## Workforce Development Division Services



Website: <http://hawaii.gov/labor/wdd>

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# Workforce Development Division ... Jobs for People and People for Jobs (<http://www.hawaii.gov/labor/wdd>)

## Services for Employers & Jobseekers

The State Department of Labor & Industrial Relations (DLIR), Workforce Development Division (WDD) provides job referral services to match workers and jobs at no cost. WDD offices are located throughout the state on the islands of Oahu, Hawaii, Maui, Kauai, and Molokai.

## Placing Job Orders

Employers who have job vacancies can post their jobs with HireNet Hawaii ([www.hirenethawaii.com](http://www.hirenethawaii.com)). For help, contact the nearest One-Stop Center listed on the back of this brochure.

## Special Recruitment

WDD can assist large employers or employer groups with special recruitment by organizing and conducting events to attract qualified job seekers.

## Applicant Pool

WDD has the largest applicant pool of jobseekers in Hawaii. All persons eligible to work in the United States are eligible for WDD services. Veterans of U.S. military service are given priority service. Specialized services are available to youth, the disabled and members of other targeted groups.



## One-Stop Centers & Resource Rooms

Job seekers can visit the One Stop Centers and obtain labor market and occupational information on jobs, training, and other services. All centers have Resource Rooms equipped with computers for resume writing, job applications and other job search activities. Printers, copiers, fax machines, and telephones also are available to job seekers at no cost for job search purposes.



## Rapid Response

When employers notify DLIR of major layoffs as required by law, WDD can assemble assistance teams from State, County, and non-profit agencies to help with job counseling, unemployment benefits registration, labor market information, referral to training, and workforce services.

## Employment & Training Fund (ETF)

Businesses can upgrade the skills of their current workforce by referring their employees to pre-approved non-credit, short-term training courses offered through a variety of ETF-approved training providers. ETF will provide funding assistance of up to 50% of tuition costs for qualified referrals. Visit the ETF website to find a list of eligible training providers, forms, and instructions for applying to the Employer Referral Program.

## Tax Credits

Employers can obtain information on tax credits for hiring workers from various target groups that face

major barriers toward employment. Through this tax credit program, employees are set on the path to being productive members of society.

## Workforce Investment Act (WIA)

Free job training for eligible such as recently laid-off workers, disadvantaged youth other target groups through selected state, county and non-profit agencies. Program offerings varies by county.

## Volunteer Internship Program (VIP)

VIP enables jobseekers, especially those receiving unemployment insurance (UI) benefits, to learn new skills and experiences through job-specific training that can help them find jobs sooner. UI claimants can continue to receive their unemployment benefits for the duration of their internship (4-8 weeks).

## Apprenticeship

Registered apprenticeship programs provide on-the-job training in various trades. Training is provided through cooperative agreements between labor, management, community colleges and government. Upon completion, apprentices receive a certification as skilled crafts journeyworkers.

## Veteran Services

Veterans' employment specialists at One-Stop Centers provide employment services and assistance to meet the employment needs of transitioning, disabled, wounded and injured Veterans and Service Members. They conduct outreach to employers and engage in advocacy efforts with hiring executives to increase employment opportunities for Veterans, and hiring of disabled Veterans.

## *Useful Links*

### *America's Career ONESTOP*

- [www.careeronestop.org](http://www.careeronestop.org)

A nation-wide system of career and job information available to the public on the Internet.

### *HireNet Hawaii*

- [www.hirenethawaii.com](http://www.hirenethawaii.com)

Hawaii's One-Stop on-line site for job-seekers and employers.

### *Hawaii Green Jobs*

- [www.greenjobshawaii.org](http://www.greenjobshawaii.org)

Learn more about the training and employment opportunities to help make Hawaii a more sustainable place to live.

### *Hawaii One-Stops*

- [www.hawaii.gov/wdd/onestops](http://www.hawaii.gov/wdd/onestops)

List of local offices throughout the state to help you with job search, career planning, training, and other opportunities.

### *Hawaii Workforce Informer (HIWI)*

- [www.hiwi.org](http://www.hiwi.org)

Great information on employment, wages, jobs, and market trends to help you make the right decision.

Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.