

Exhibit A

State of Hawaii
Electronic Information System
HIRENET HAWAII

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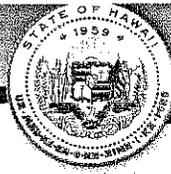
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State of Hawaii

Electronic Information System

HIRENET HAWAII

HIRENET HAWAII Brochure



HIRE NET HAWAII

> GO PLACES!

Looking for employees or a job?
Go to: www.hawaii.gov/labor





HIRENET HAWAII VIRTUAL ONE-STOP EMPLOYMENT CENTER

Job Seekers Employment Services on Demand

HireNet Hawaii provides a wide variety of core employment services to individuals via the internet, 24-hours a day, 7-days a week, from any location with internet access. Job seekers are able to create and post their resumes online, find available jobs in Hawaii, assess their skills, get career information, review the latest labor market data,

This is the ideal website for former Hawaii residents or kamaaina looking for job opportunities in Hawaii so that they can return home for employment.

locate suitable training, and much more. With a search engine that "spiders" company and government websites, newspaper postings, and corporate job boards for employment opportunities in Hawaii, job seekers now have access to the largest job bank in the State at no cost.

Employment Center Designed for Hawaii's Businesses

HireNet Hawaii is designed with Hawaii's businesses in mind. Employers are able to post their job openings, search through resumes for possible candidates, access industry statistics and much more. Employers may also receive direct referrals from the HireNet Hawaii's virtual recruiter to assure they get the best match for their positions. All of these services are available at no cost.

Taking Job Matching to a New Level

HireNet Hawaii's advanced search engines match job seekers and employers in record time. The system looks at variables such as salary, location, skills, etc. It's quick, it's easy, and it's FREE. HireNet Hawaii's virtual recruiter will automatically search for suitable jobs or resumes every night and provide immediate notification when a match is found.

Access the Latest Labor Market Information

HireNet Hawaii provides an abundance of employment statistics and labor market information to assist both job seekers and employers. The system directly accesses data stored in the America's Labor Market Information System (ALMIS) structure. HireNet Hawaii provides simple "point and click" answers to "what, where, and when" type questions about our local labor market. This includes displaying occupational wages, industry projections, unemployment statistics, economic indicators, industry data, and so much more.

Online Services for Training Providers

HireNet Hawaii provides internet screens for Training Providers to enter school and program information that are available to interested individuals via the internet. Providers may also submit program and performance information to qualify for eligibility under the federal Workforce Investment Act.



www.hawaii.gov/labor



HIRENET HAWAII ONLINE SERVICES

SEEKERS & EMPLOYEES

- Appointment Management
- Benefits Information
- Budgeting for Training
- Budgeting for Welfare Transition
- Consumer Reports
- Direct Messaging to Staff

Eligibility Requirements

- Employer Listings
- Employment Plan Profile
- Employment Statistics
- Financial Aid for Training
- Industry Information
- Initial Assessment

Job Search

- Labor Market Information
- Letter Builder
- Online Career Assistance
- Personal Financial Planning
- Personal Profile
- Placement Assistance

Program Cost Information

- Program Performance Information
- Resume Building
- Search History Profile
- Self-Service Individual Registration

Service Provider Data

- Skills Matching and Gap Analysis
- Training Program Data
- Unemployment Services
- Virtual Recruiter
- Youth Services

EMPLOYERS - QUICK REFERENCE USER GUIDE

LOGGING IN

To get an account, go to www.hawaii.gov/labor and click on HireNet Hawaii:

- Click Register > Employer.
- Create a unique ID and password.
- Fill in required (*) fields.

USING THE QUICK MENU

Use this menu as a fast method to access employer services and other options.

USING THE DIRECTORY

Search the directory for services available to employers. Click Services on the toolbar at the bottom of a page.

IMPORTANT FEATURES FOR EMPLOYERS

Post a Job Order (Vacancy)

- Click Recruitment Services > Post a Job.
- Click a job order to view and modify its details.
- Click Copy to create a copy of the current job order.
- Click Add Job Order to create a new job order.
- To Delete Job Order, click its title, then the Delete button.

Search for Resumes

- Click Recruitment Services > Candidate Search.
Select the search areas.
- Use one of the options displayed to search for a candidate.

CREATE A RESUME SEARCH AGENT

Resume search agents run periodically and send you resume matches in your email or message box.

- Click Recruitment Services > Virtual Recruiter.
- Click the search agent title to view or modify its criteria.
- Click Run to run a search agent.
- Click Delete to remove a search agent.
- Click Create New Resume Search to create a new search agent.

SEND A MESSAGE

- Click Message Center > Messages.
- Click Create New Message.
- Select the Recipient and enter the message.
- Click Send Message.

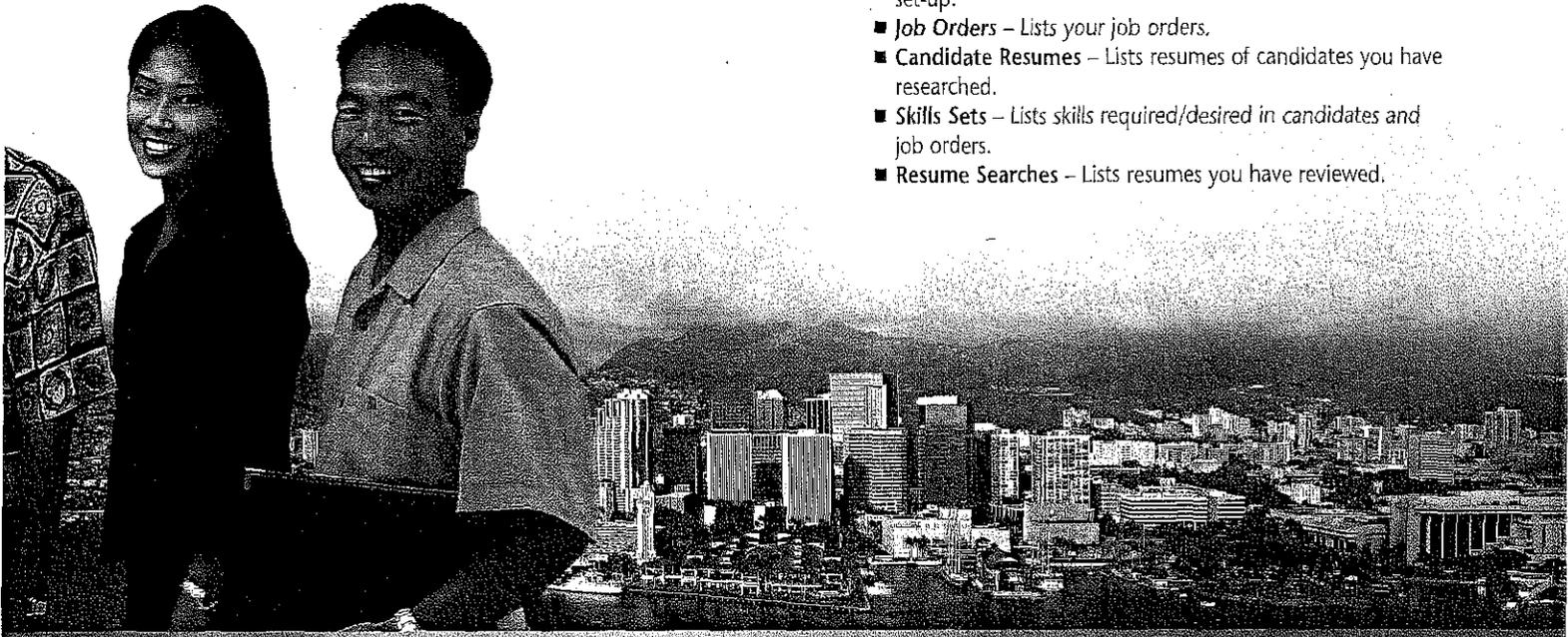
SCHEDULE AN APPOINTMENT

- Click Message Center > Appointments.
- Click Add an Appointment.
- Select the date, time and name from the drop-down lists.
- Enter the details.
- Click Save.

USING YOUR PROFILE

Company Profile – Contains your company information organized in the following folders:

- Contact Info – Lists personal information required for account set-up.
- Job Orders – Lists your job orders.
- Candidate Resumes – Lists resumes of candidates you have researched.
- Skills Sets – Lists skills required/desired in candidates and job orders.
- Resume Searches – Lists resumes you have reviewed.



www.hawaii.gov/labor

EMPLOYERS

Comprehensive
Candidate Search
Economic Data
EEO Information
Employment Incentives
Government Resources

Human Resources
Industry Information
Labor Relations
Legal Resources
Online Resume Review
Posting Job Orders
Online

Self-Service Employer
Registration
Skills Sets
Virtual Recruiter
Wellness and
Ergonomic Data

TRAINING SERVICE PROVIDERS

Direct Entry of
Performance Data
Eligible Training
Providers List
Information

Program Approval Requests
Registration of Programs
Review and Entry of Program
Review of ITA Status

JOBSEEKERS/INDIVIDUALS - QUICK REFERENCE USER GUIDE

LOGGING IN

If you don't have an account, go to www.hawaii.gov/labor and click on HireNet Hawaii:

- Click Register > Individual.
- Create a unique ID and password.
- Fill in required (*) fields.

USING THE QUICK MENU

Use this menu as a fast method to access services and options available to individuals.

USING THE DIRECTORY

Search the directory for services available to individuals. Use the directory to access HireNet Hawaii's services. Click Services on the toolbar at the bottom of a page.

IMPORTANT FEATURES FOR JOB SEEKERS

- Look for a Job – Click Job Seeker Services > Find Job Openings.
- List Your Skills – Click Career Services > Analyze Skills.
- Create a Resume – Click Job Seeker Services > Resume Builder.
- Create a Cover Letter – Click Job Seeker Services > Letter Builder.
- Create a Job Search that Reports Openings to You – Click Job Seeker Services > Virtual Recruiter.
- Review/Change Your Account Information or Change Your Password – Click My OneStop Profile > Personal Profile.
- Send a Message to Your Case Worker – Click Message Center > Messages.
- Create an Appointment – Click Message Center > Appointments.

USING YOUR PROFILE

Personal Profile – Contains your personal information organized in the following folders:

- **Contact Information** – Information required for account set-up.
- **Background** – Your job history, education, skills, and other information used in resumes.
- **Activities** – Questions to direct you to activities that will assist in your job search.
- **Memo** – Area to store your notes or tasks you want to accomplish.

Employment Plan Profile – Contains your resume, letters, and job searches, organized in the following folders:

- **Resumes** – Contains those you have created and allows you to create new ones.
- **Letters** – Contains those you have created and allows you to create new cover, follow-up, and acceptance letters.
- **Online Application** – Contains your employment applications.
- **Virtual Recruiter** – Contains job search agents you have created to find a job.

Search History Profile – Lists information about occupations, training programs, and employers, along with job listings you have researched, organized in the following folders:

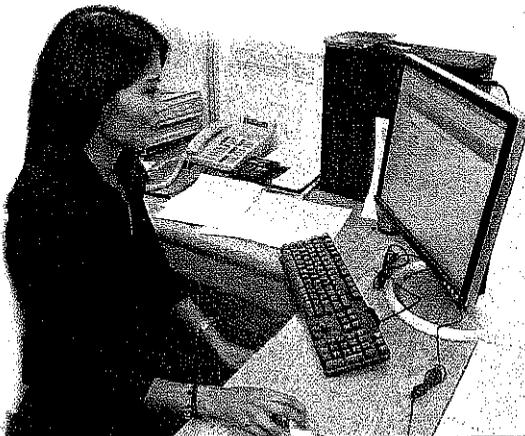
- **Occupations** – Lists those you have researched and allows you to research new ones.
- **Programs** – Lists training programs you have researched and allows you to research new ones (job vacancies).
- **Employees** – Allows you to research, store, and retrieve information about employers of interest.
- **Jobs** – Lists the job listings you have searched for and allows you to access information about them.

HOW DO EMPLOYERS FIND YOU?

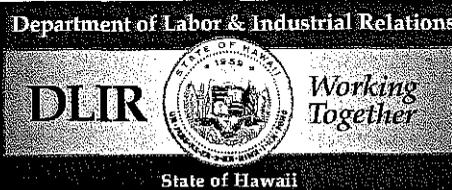
When employers look for candidates on HireNet Hawaii, they search for skills sets and resumes that match their open positions.

Focus on developing your skills set and creating your best resume.

- To create your skills set, click Career Services > Analyze Skills.
 - To create a resume, click Job Seeker Services > Resume Builder.
- For information about creating an effective resume, click Job Seeker Services > 10 Steps.



HireNet Hawaii is made available by the Hawaii Department of Labor and Industrial Relations (DLIR) and its One-Stop Workforce Partners, at no cost, to individuals seeking a job in Hawaii and to Hawaii employers. DLIR One-Stop Workforce Partners include: Workwise! Kauai, WorkLinks, WorkSource Maui, and Big Island Workplace Connections. HireNet Hawaii is funded entirely by federal funds. The privilege of using HireNet Hawaii is subject to the same rules and ethical considerations applicable to other public resources including, but not limited to, existing DLIR policies and all applicable federal, state, and local laws. HireNet Hawaii is powered by Virtual OneStop software developed by Geographic Solutions, Inc., the nation's leading provider of software solutions for workforce development, employment, and training.



For more information on the DLIR's other online services, please visit hawaii.gov/labor. Your ideas on how we can improve our services are always welcomed—email us at dlin.director@hawaii.gov with your comments.

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State of Hawaii

Electronic Information System

HIRENET HAWAII

VOS Quick Reference Guide
For Individual User



Virtual OneStop (VOS) Quick Reference – Individual User

Logging In

If you don't have an account:

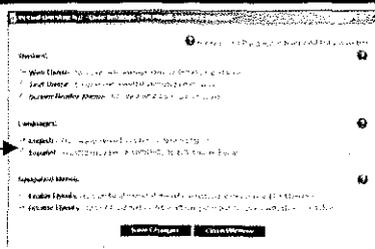
- Click the Home page graphic, the [Start here](#) or [Click here](#) links, or the [Not Registered?](#) link.
- Click [Register > Individual](#).
- Create a unique user ID and password.
- Fill in required (*) fields.

If you have an account:

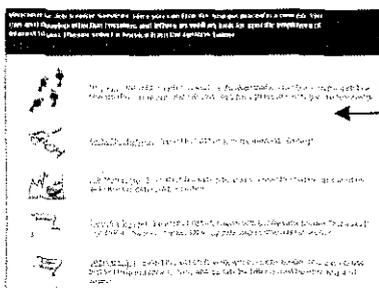
- Enter your user ID and password.
- Click **Sign In** button.
- Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

Settings and Themes

The VOS settings you select control system appearance and behavior. Click the [Settings](#) link at the bottom of most screens to access this window (see [sample](#)).

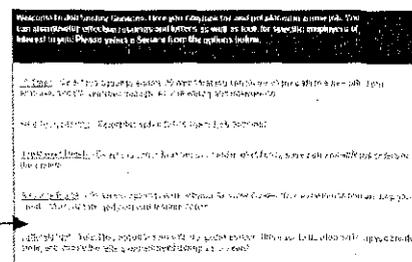


VOS includes multiple "themes" or appearances. You can select a theme from the Settings page to fit your Internet or intranet connection and system use.



Web Theme – Includes graphics for typical system users. Best for average Internet or intranet connections.

Text Theme – For users who prefer no graphics or have a slow Internet or intranet connection.



Quick Menu

Job Search – Choose this shortcut to conduct a job search.

Resume Builder – Choose this shortcut to create a new resume or manage an existing one.

My Resources – Choose this shortcut to access the most commonly used *tools* for individuals.

My Individual Profile – Access, review and modify your personal, employment plan, search history, and self-assessment profiles.

Individual Services

Career Services – Research occupations, choose a career, and analyze your skills.

Job Seeker Services – Create resumes, employer letters, and job alerts, conduct job searches, research employers, and review job market trends.

Education Services – Locate training providers, the programs they offer, and sources of financial aid.

Labor Market Services – View information about state or local labor markets.

Community Services – Find information about community services available to you and determine your eligibility.

Financial Services – Create and manage a monthly budget, a training budget, and/or a transition budget.

Unemployment Services – View information about unemployment compensation programs.

Veteran Services – Find benefits for veterans and their dependents.

Youth and Senior Services – Find career and job information for youth. Find nutrition, health, and well-being information for seniors.

Staff Provided Services – Learn about what services are available to you when you make a visit to your local One-Stop Career Center.



Other Services

Message Center – View messages and appointments that have been recorded in your profile by either you or a staff member.

Assistance Center – Find recommended services based on your needs, reference cards for system navigation, and how to contact staff.

How Do Employers Find You in VOS?

You must complete a resume, allow system-registered employers to view it, and keep it active in order for employers to find you in Virtual OneStop. Employers may choose the following resume search options:

- **Quick Search** – uses any combination of your desired work location, occupation, and salary; keywords found in your resume's title or employment history section; minimal education requirements; resume posting date.
- **Resume Ranking Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer *requires* or *desires* the criteria, the system will display matching resumes, in rank order, for the employer to review.
- **Other Search Options** – provides search by resume number, individual skill set search (skills matching), search by employer job order requirements, and advanced search (resume ranking).

To get employers' attention, create resume titles that reflect your desired occupation, because employers can use keyword searches.

- To create a resume, click **Resume Builder** from the Quick Menu.
- To review resume writing tips, click **Job Seeker Services>10 Steps**.

Important Things You Can Do In VOS

How to Search for Jobs

[1] Click **Job Search** from Quick Menu. [2] Select or confirm your desired work location. [3] Select search method (*Quick Search* – select any combination of search criteria and click **Search**; *Advanced Search* – click the [click here](#) link, select criteria and click **Search**; *Other Search Options* – Click **Continue** button, select desired option, provide search criteria and click **Search**). [4] Review results (if applicable).

How to Manage Job Search Results

[1] Use the legend below the job search table to interpret results. [2] Re-sort the job search results by clicking a desired column heading. [3] Change the number of rows per page to increase or decrease the total number of pages displayed. [4] To navigate one page at a time, click the forward or backward arrows.

How to Apply for a Job

[1] From the job search results screen, click the desired job title link. [2] Review the job order details. [3] Click **Display more information on this job**. [4] For external jobs, VOS opens a new browser window; follow Website instructions. For internal jobs, VOS either displays:

- preferred application methods (choose one), or
- list of one-stop offices. If you completed your background info, click **Please Have A Staff Person Contact Me** for assistance.

How to Make VOS Search for Jobs

[1] Conduct job search as documented. [2] On search results screen, click **Save this Job Search**. [3] Type a title for this job alert. [4] Select how often to run. [5] Select notification method. [6] Enter expiration date. [7] Click **Save**.

How to Check Scheduled Events Sponsored by Your One-Stop Office

[1] Click **My Resources>Upcoming Events**. [2] Select desired timeframe, region, office and category. [3] Click a calendar entry to view detailed information.



Important Things You Can Do In VOS

How to Create a Resume

[1] Click **Resume Builder** from Quick Menu [2] Click **Create new resume**. [3] Select employer accessibility type, resume type, enter a resume title, and click **Next>OK**. The system will present each step of the resume builder, allowing you to customize each section of your resume. You may choose which resume sections will be displayed, although the system always maintains the information as part of your background information. Click **This step does not apply to me** to effectively skip a step. Some steps of the resume builder display a checkbox that, when selected, will display those contents on your saved resume. Click **Next** to advance from one step to the next, and click **Finish** to complete the final step. You may select formatting options (Modify, Section Options) to customize the appearance and function of your resume. To change information in a particular section, click the section title.

How to Locate Source of Financial Aid

[1] Click **Education Services>Financial Aid for Training**. [2] Click a desired link to access details.

How to Check Scheduled Events Sponsored by Your One-Stop Office

[1] Click **My Resources>Upcoming Events**. [2] Select desired timeframe, region, office and category. [3] Click a calendar entry to view detailed information.

How to Update My Contact Information

[1] Click **My Individual Profile>Personal Profile**. [2] Change any information in your profile (except your user name) and click **Save Information**.

How to Provide Job Application Information to Assist Staff

[1] Click **My Individual Profile>Employment Plan Profile>Job Application** tab. [2] Click the **Details** link for the job(s) you applied for. [3] Record your interest level, current job status, and any notes if applicable. [4] Click **Save**.

How to Perform Skills Matching for Career Selection

[1] Click **Career Services>Career Explorer**. [2] Click **Match Your Skills** to compile a list of job skills and personal skills to find occupations best suited for you. [3] Click **Match Your Interests and Work Values** (if applicable) to find suitable occupations. [4] Click **Match Your Occupation** to choose a new, related career.

Using Your Profiles

Personal Profile – Contains your contact information and other personal information. Contains the following folders:

- **Contact Information** – Contains information required for account set-up, contact information, and account information.
 - **Background** – Lists your job history, education, skills, and other information used in resumes. Click the **Background Wizard** button to help you complete your resume.
 - **Activities** – Contains questions directing you to activities that will assist you in your job search.
 - **Memo** – Stores notes or tasks you want to accomplish.
-



Using Your Profiles

Employment Plan Profile – Contains your resume, employer letters, job application details, your online application, and job alerts. Contains the following folders:

- **Resumes** – Contains the resumes you have created and allows you to create new resumes.
- **Letters** – Contains any employer letters you have created. Allows you to create new cover, follow-up, and acceptance letters.
- **Job Applications** – Contains a list of jobs you've applied for, and allows you to assist staff by indicating your interest level, your current job status, and any notes related to the job opening.
- **Online Application** – Contains an employment application based on your background information.
- **Virtual Recruiter** – Contains the job search agents you have created so the system may automatically conduct job searches on your behalf.

Search History Profile – Lists information you have found about occupations, training programs, and employers, along with job listings you have researched. Contains the following folders:

- **Occupations** – Maintains the occupational details you previously viewed, and permits new research.
- **Programs** – Lists training programs you have researched. Allows you to research new programs.
- **Employers** – Allows you to research, store, and retrieve information about employers of interest.
- **Jobs** – Maintains the job openings you previously viewed and permits new job searches.
- **Memo** – Stores notes or tasks you want to accomplish.

Self Assessment Profile – Contains your job skills, personal skills, work interests, work values, and WorkKeys® assessment (if applicable). Contains the following folders:

- **Job Skills** – Lists the job skills you previously recorded.
- **Personal Skills** – Lists the personal skills you previously recorded.
- **WorkKeys** (optional) – Lists the WorkKeys Assessment results previously recorded.
- **Interests** – Lists the work interests you previously recorded.
- **Work Importance** – Lists the work importance you previously recorded.

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State of Hawaii

Electronic Information System

HIRENET HAWAII

Participant Background information Screen
Sample Information Input



Use this folder to manage your Background Information. Provide complete and accurate information for each of the steps. The information entered may be used to build a resume or job application. You may add, edit, or delete information. Please indicate if no information is available.

- Personal**
 - General Information
 - Background
 - Activities
 - Memo
- Employment Plan**
- Search History**
- Assessment**

General Information

Background

Activities

Memo

Education and Training Qualification(s)



Degree	Issuing Institution	Completion Date	Action
Bachelor's Degree	a	01/2000	Edit Delete

[[Add a new education history](#)]

Occupational License(s) - Certificate(s)



License or Certificate	Issuing Organization	Completion Date	Action
a	a	06/1995	Edit Delete

[[Add a new license or certificate](#)]

Employment History



Employer	Start/End Dates	City	Action
hawaii employ	10/2000 - 10/2007	honolulu	Edit Delete
hawaii employer	10/2000 - 10/2007	honolulu	Edit Delete
test	12/2007 - Present	test	Edit Delete

[[Add a new employment history](#)]

Skills



Skill Category	Skills you have selected
Education & Social Services	detect discrepancies on records or reports
Entertainment & Media	write administrative procedures services manual
Financial Services	disburse checks to satisfy accounts payable, perform general financial analysis, prepare financial reports, process payroll documents, records, or checks, prepare tax reports, process account invoices, process invoices, reconcile or balance financial records, use accounting or bookkeeping software, prepare billing statements, make revenue forecasts, use accounting terminology, compile data for financial reports, determine tax liability according to prescribed laws <u>More...</u>
General Skills	call on customers to solicit new business, work as a team member, write research or project grant proposals, use conflict resolution techniques, use public speaking techniques, stock or organize goods, use cash registers, use computers to enter, access or retrieve data, use <i>inventory control</i> procedures, use negotiation techniques, use project management techniques, fill out business or government forms, read technical drawings, understand technical operating, service or repair manuals <u>More...</u>
Healthcare	complete patient bills
Management & Office Services	fill out purchase requisitions, maintain record of organization expenses, maintain inventory of office forms, maintain travel expense accounts, examine documents for completeness, accuracy, or conformance to standards, analyze budgets, perform clerical duties including typing, accepting orders, or sorting mail, execute employee bargaining agreements, use cost benefit analysis techniques, use word processing or desktop publishing software <u>More...</u>
Service & Sales	understand government alcoholic beverage service regulations, understand government health, hotel or food service regulations, serve food or beverages, clean rooms or work areas, recognize customer intoxication, purchase food or beverages, use knowledge of food handling rules, mix drinks or flavors for mixed drinks, assist patrons to make wine selection, receive or disburse cash related to payments received, order or purchase supplies, materials, or equipment <u>More...</u>
Transportation	requisition stock, materials, supplies or equipment, use visual flight procedures

[[Edit skills](#)]

Ability Summary



No data available for this item.

[[Edit abilities](#)]

Drivers License Information



Do you have a valid drivers license? No

State issued:

Drivers license type:

Drivers license class:

Drivers license endorsements:

Do you have access to a motor vehicle? No

Do you rely on public transportation? Yes

[[Edit drivers license information](#)]

Desired Location(s)



Desired Location

State of Hawaii

[[Edit desired location](#)]

Desired Salary



Desired Salary

\$21.75 hourly (\$45,000 annually) or more

[[Edit desired salary](#)]

Availability Information



Description	Desired Employment	Shift (s)	Days Available	Action
	No Selected Employment Type	Day	Mon, Tue, Wed, Thur, Fri	Edit Delete

[[Add a new availability](#)]

Honors & Activities



No data available for this item.

[[Edit honors & activities](#)]

Additional Information



No data available for this item.

[[Edit additional information](#)]

References



Name	Phone Number	Employer	Reference Type	Action
No data available for this item.				

[[Add a new reference](#)]

[Return to the Directory of Services](#)

[[Home](#) | [Services](#) | [Settings](#) | [Feedback](#) | [Log Off](#)]

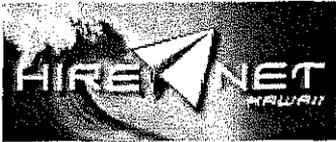
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State of Hawaii

Electronic Information System

HIRENET HAWAII

Participant Personal Information Screen
Example with Demographic Information



Use this folder to manage your general contact information. If you make changes, click the Save Information button.

- Personal**
- Employment Plan**
- Search History**
- Assessment**

- General Information
- Background
- Activities
- Memo

General Information

Background

Activities

Memo

(* indicates required fields.

For help click the question mark next to each section.

Login Information:



Registration Date: 09/11/2006

* User Name: ALOHA

* Password:

Password (4 - 16 Characters, letters or numbers)

* Confirm Password:

* Security Question: What was the name of your first school?

Security Question Response: hilo

Helps if you have forgotten your password

Your Name:



* First Name: Aloha

Middle Initial:

* Last Name: Hawaii

Residential Address Information:



* Address Line 1: 14 Hawaii Ave

Address Line 2:

* City: PUKALANI

* State: Hawaii

* Zip Code: (99999-9999) 96788 [\[Find Zip Code\]](#) (Opens in a new window)

* County/Parish: Honolulu County

* Country: United States

* Primary Phone Number: 808 - 244 - 3332 Ext:

Alternate Phone Number: - - Ext:

Fax Phone Number: []

Email Address: lhanson@geosolinc.com **Email**

Mailing Address Information:



Check here if mailing address is same as above:

* Mailing Address Line 1: 14 Hawaii Ave

Mailing Address Line 2: []

* Mailing Address City: Honolulu

* Mailing Address State: Hawaii

* Mailing Address Zip Code: 96822

* Mailing Address Country: United States

* Accessing the Web Site From: Library

Individual Information:



The following information is being requested for statistical reporting and is kept confidential. If you would like additional information you can review our [Privacy Statement](#).

* Date of Birth: 01/01/1960 Example (MM/DD/YYYY)

Age: 48

* Gender: I am Male I am Female

* Your Highest Education Level Achieved: Bachelor's Degree

* Are You Attending School? No, Not Attending Any School

* Have you registered with the Selective Service? Not applicable

[Click here to register for Selective Service](#)

Do you have a substantial disability? Yes No Not specified (optional)

* Citizenship: U.S. Citizen/Naturalized

Alien Registration Number: []

Alien Registration Expiration Date: [] Example (MM/DD/YYYY)

* Are you authorized to work in the United States? Yes No

* Current Employment Status: Not Working

* Have you recently received a notice of termination or military separation? Yes No

Date of Layoff or Military Separation: Example (MM/DD/YYYY)

* Are you currently looking for work? Yes No

* Are you receiving Unemployment Insurance? No, Neither Claimant nor Exhaustee

Ethnic Origin:



* Are you of Hispanic or Latino heritage? Yes No The information was not provided

* Race - Please check all that apply

- African American/Black
- American Indian/Alaskan Native
- Asian
 - Indian Pakistani
 - Bangladesh Sri Lankan
 - Nepalese Sikkimese
 - Bhutanese Japanese
 - Chinese Korean
 - Malaysian Thai
 - Laotian Cambodian
 - Vietnamese Other Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer.

Military Service: Veterans may be entitled to additional state and federal benefits



* Are you in the military, a veteran, or the spouse of a veteran? Yes No

Farmwork Information



Have you worked on a farm or as a migrant/migrant food processor at least 25 days in the past 12 months? Yes No

* Was at least half your earned income in the last 12 months from farm, orchard, ranch, plant and/or nursery work AND not from the same employer? Yes No

* Was at least half your earned income in the last 12 months from meat processing, poultry processing, and/or fruit or vegetable processing NOT including wild seafood processing?

Yes No

* Did you travel beyond normal commuting distance from your permanent home to accept any work listed in questions above in the last 12 months?

Yes No

[Return to the Directory of Services](#)

[[Home](#) | [Services](#) | [Settings](#) | [Feedback](#) | [Log Off](#)]

Exhibit B

HIRENET HAWAII

ELECTRONIC INFORMATION SYSTEM

Sample Data Tables of Program Participants

State: HAWAII		Report Due				OMB No. 1205-0240							
Report Period		1/1/2007		to		12/31/2007		Expires: 12/31/2005					
Cumulative for Four Quarters Ending mm/dd/yyyy	A	B		C	D		E						
	Total	Employment Status at Participation		Eligible Claimant	Hispanic or Latino		Race						
		Employed	Notemployed	Total	Yes	No	American Indian or Alaska Native	Asian	Black or African-American	Hawaiian Native or Pacific Islander	White	More than One Race	
	1	2	3	4	5	6	7	8	9	10	11	12	
1 Total Participants	43,057	10,699	32,299	15,984	3,619	37,055	1,329	12,252	1,608	15,777	14,926	5,290	
2 Veterans, Eligible Persons, and TSMs	3,657	760	2,895	1,550	377	3,138	145	691	499	665	1,705	299	
3 MSFW	148	11	136	101	13	131	3	87	3	51	14	12	
4 Interstate	0	0	0	0	0	0	0	0	0	0	0	0	
5 Male	20,672	4,579	16,077	8,469	1,622	17,982	617	5,603	954	7,117	7,363	2,227	
6 Female	22,385	6,120	16,222	7,515	1,997	19,073	712	6,649	654	8,660	7,563	3,063	
7 Youth	1,241	207	1,026	50	133	1,012	45	412	29	730	329	308	
8 Adult(18 and over)	41,816	10,492	31,273	15,934	3,486	36,043	1,284	11,840	1,579	15,047	14,597	4,982	
9 18-44	27,595	7,314	20,243	9,082	2,707	23,448	938	7,356	1,148	11,855	8,933	4,036	
10 45-54	8,750	2,128	6,616	3,944	568	7,674	243	2,450	319	2,226	3,513	666	
11 55 and older	5,471	1,050	4,414	2,908	211	4,921	103	2,034	112	966	2,151	280	
12 Received Workforce Info Services	34,763	8,228	26,486	13,389	2,964	30,279	1,118	10,130	1,335	12,700	12,353	4,326	
13 Received Staff Assisted Services	41,299	10,262	30,980	15,449	3,483	35,565	1,290	11,741	1,563	15,071	14,412	5,074	
14 Career Guidance	23,079	3,629	19,423	11,707	1,814	20,568	673	7,146	870	8,442	7,889	2,721	
15 Job Search Activities	28,676	6,655	21,974	11,205	2,461	25,154	924	8,415	1,184	10,298	10,409	3,548	
16 Referred to Employment	19,207	5,523	13,647	5,177	1,799	16,675	718	5,240	845	7,171	7,246	2,638	
17 Referred to WIA Services	523	63	460	217	45	468	16	169	10	227	159	66	
18 Total Exited	43,625	11,280	32,313	16,712	3,557	37,504	1,311	12,936	1,603	15,958	14,855	5,262	

State HAWAII		Report Due				OMB No. 1205-0240		
		Report Period 1/1/2007 to 12/31/2007				Expires: 12/31/2005		
Cumulative for Four Quarters Ending mm/dd/yyyy	F Education				G Persons w/ Disability	H MSFW	I Dislocated Workers	
	In-School	Not High School Graduate	High School Graduate or GED	Post- Secondary Degree or Certification	Total	Total	Total	
	13	14	15	16	17	18	19	
1 Total Participants	3,418	3,372	19,526	7,194	1,063	148	7,294	
2 Veterans, Eligible Persons, and TSMs	268	38	1,384	759	193	10	1,134	
3 MSFW	21	35	62	11	6		37	
4 Interstate	0	0	0	0	0	0	0	
5 Male	1,395	1,724	9,770	3,253	603	85	4,052	
6 Female	2,023	1,648	9,756	3,941	460	63	3,242	
7 Youth	431	524	281	24	69	2	15	
8 Adult(18 and over)	2,987	2,848	19,245	7,170	994	146	7,279	
9 18-44	2,466	1,652	13,882	4,077	550	57	4,221	
10 45-54	335	531	3,584	1,728	268	32	1,756	
11 55 and older	186	665	1,779	1,365	176	57	1,302	
12 Received Workforce Info Services	2,740	2,316	15,767	5,933	804	122	5,746	
13 Received Staff Assisted Services	3,226	3,192	18,720	6,937	1,023	143	7,092	
14 Career Guidance	1,573	1,883	11,347	3,305	497	114	5,142	
15 Job Search Activities	2,274	1,883	12,612	5,063	649	98	5,186	
16 Referred to Employment	1,649	932	8,202	3,669	471	46	2,596	
17 Referred to WIA Services	27	57	280	48	20	2	115	
18 Total Exiters	3,172	3,020	20,436	7,194	1,051	143	6,476	

Remarks

Thank you for the extension to submit our reports.

State HAWAII		Report Due				OMB No. 1205-0240				
Report Period		1/1/2007 to 12/31/2007				Expires: 12/31/2005				
Cumulative for Four Quarters Ending mm/dd/yyyy	A Total Veterans, Eligible Persons and TSMs				B TSMs	C Campaign Veterans	D Disabled Veterans	E Special Disabled Veterans	F Recently Sep Veterans (3 Yrs)	
	18-44	45-54	55+	Total						
	1	2	3	4	5	6	7	8	9	
1	Total Veterans Eligible Persons, and TSMs	1,987	900	769	3,657	322	1,374	645	229	1,080
2	Male	1,531	796	723	3,051	256	1,171	525	187	828
3	Female	456	104	46	606	66	203	120	42	252
4	18-44					240	870	332	118	992
5	45-54					66	209	189	62	77
6	55 and older					15	295	124	49	11
7	Received Workforce Info Services	1,729	756	643	3,129	271	1,200	563	197	952
8	Received Staff Assisted Services	1,933	863	743	3,540	292	1,339	607	212	1,053
9	Career Guidance	1,187	516	484	2,187	93	857	396	136	739
10	Job Search Activities	1,553	659	566	2,779	228	1,098	500	173	864
11	Referred to Employment	1,103	478	369	1,950	192	747	352	124	559
12	Referred to WIA Services	16	10	11	37	0	10	6	2	12
13	Referred to Intensive Services	354	172	171	697	36	260	165	63	209
14	Referred to Federal Training	18	2	6	26	1	13	9	2	14
15	Placed in Federal Training	4	0	0	4	0	1	3	2	2
16	Referred to Federal Job	0	0	0	0	0	0	0	0	0
17	Entered into Federal Job	0	0	0	0	0	0	0	0	0
18	Referred to Federal Contractor Job						154		29	127
19	Entered into Federal Contractor Job						17		6	10
20	Total Exits	2,074	884	795	3,756	322	1,409	662	235	1,185

Exhibit C

U.S. Department of Labor
Office of the Assistant Secretary for Administration
and Management
Civil Rights Center

Discrimination Complaint Log

Instructions and Spreadsheet

U.S. Department of Labor
Office of the Assistant Secretary for Administration and Management
CIVIL RIGHTS CENTER
Room N-4123
200 Constitution Avenue, NW
Washington, DC 20210

The following table provides information for all State Workforce Investment Act (WIA) agencies, State Workforce agencies and Job Corps program contractors to assist in the entering of discrimination complaint data into the *Revised Discrimination Complaint Log* format provided by the U.S. Department of Labor (USDOL) Civil Rights Center (CRC). Questions or other concerns regarding this information, the discrimination complaint log, format and maintenance should be addressed to Pir Ahmad at (202) 693-6560 or via e-mail at ahmad.pir@dol.gov.

Discrimination Complaint Log Fields			
Column	Column Name	Data Entry	
A	Date of Complaint	Date complaint was filed; format MM/DD/YY; Example - 06/02/04	
B	Name of Complainant	Complete name of individual filing complaint	
C	Address of Complainant	Complete address of complainant	
D	Status of Complainant	Employee	Current or former employee and/or applicant for employment of respondent
		Student	Current or former Job Corps Center student/enrollee.
		WIA Participant	Beneficiary of programs financially assisted by DOL under the Workforce Investment Act.
		Customer	A beneficiary of programs under the Wagner-Peyser Act and the Unemployment Insurance Program.
		Applicant	An individual who has applied for services/benefits in programs financially assisted by DOL under the Workforce Investment Act, the Wagner-Peyser Act and the Unemployment Insurance Program.
		Service Provider	Encompasses any "provider of aid, benefits, services, or training to" any WIA Title I – financially assisted program or activity.
		Non-Customer	Individual is not a customer, applicant, student, employee, WIA participant

			or service provider and is not a beneficiary of any of the services/programs administered or are financed in whole or part with WIA Title I funds, the Wagner-Peyser Act or the Unemployment Insurance Program.
E	DOL-funded Program	Enter the name of the DOL-funded program (i.e. Employment Services (ES); Unemployment Insurance Program(UI); WIA Title I (WIA); Job Corps Centers; Trade Adjustment Act(TAA))	
F	Date of Alleged Discriminatory Incident	Date of the incident, which led to the filing a complaint alleging discrimination; format MM/DD/YY; Example - 06/02/04.	
G	Grounds/(Bases) of Complaint	Enter grounds/(bases) of complaint; i.e. age, sex, color, religion, disability, citizenship, race, reprisal, national origin, WIA Title I participation and political affiliation. (see 29 CFR 37.5) Example – sex(F); color(White); national origin(Arab)	
H	Description/Issue of Complaint	Enter a brief description of the complaint issue; Example – denial of training; racial slurs; sexual harassment; denial of services; hostile work environment.	
I	Name of Respondent	Name of Complaint Respondent	
J	Is Respondent a recipient? Yes or No	Enter either “ Yes ” or “ No .” Based on the definition of a recipient provided in the comment section of the Discrimination Complaint Log.	
K	Disposition	Enter the outcome of the complaint; Example – Settled; Resolved; No Probable Cause; Withdrawn, etc.	
L	Date of Disposition	Enter date of disposition (specified in Column G (Disposition)); format MM/DD/YY; Example – 06/02/04.	
M	ADR “Yes” or “No”	Enter “ Yes ” if complaint was processed utilizing an ADR procedure; or “ No ” if not.	

