



**STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

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May 23, 2013

(SN 04)

**HIRENET HAWAII BULLETIN NO. 02-13**

**TO:** WDD Managers and WIA Partners

**SUBJECT:** Request to Post News and Events on the HireNet Hawaii Dashboard

**PURPOSE**

The purpose of this Bulletin is to establish procedures for staff users of HireNet Hawaii (HNH) to post news and events on the HNH dashboard.

**BACKGROUND**

With the implementation of version 12.05 for HNH, we are now able to post news and events on the HNH dashboard for jobseekers, employers and staff to view. The dashboard is viewable statewide and cannot be restricted to viewing by only certain counties or groups of individuals.

**POLICY**

Each office is encouraged to publicize activities that are open to the public by having them posted on the HNH dashboard. Because this is a new feature for HNH, we are requiring offices to submit their requests for postings on the dashboard to WDD Administration for review. The requests must be reviewed by the submitting office manager for content and accuracy prior to submittal to WDD Administration.

**PROCEDURES**

The attached form and accompanying instructions must be used to request postings of news items or events on the HNH dashboard. All requests must be signed and e-mailed or faxed to the WDD Administration Office. Once the request form is received, WDD Administration will post the news item or event, unless the request is denied, in which case the requesting office will be notified. At that time, the requestor may supply additional information.

**EFFECTIVE DATE**

This procedure is effective immediately.

**INQUIRIES**

Questions regarding this bulletin should be directed to Mr. Russell Ogawa at 586-8820 or Ms. Rae Ordinado at 586-9057.

*Rae Ordinado*  
for DWIGHT TAKAMINE  
Director

Attachments

## Request Form for Posting News/Events on the HNH Dashboard

1. Office Name: \_\_\_\_\_ 2. Date of Request: \_\_\_\_\_

3. Title of Event: \_\_\_\_\_

4. Event Summary:

5. Is image to be uploaded attached?  Yes  No

6. Page Content (*additional information optional*):

7. Show Date (when you want the news or announcement to show): \_\_\_\_\_

8. Hide Date (when the news or announcement should be removed): \_\_\_\_\_

9. Submitted by: \_\_\_\_\_

10. Phone Number: \_\_\_\_\_ 11. E-mail: \_\_\_\_\_

12. Approved by: \_\_\_\_\_ 13. Date: \_\_\_\_\_

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**FOR WDD ADMIN USE ONLY**

Date Request Received: \_\_\_\_\_

\_\_\_\_\_ Recommend/ \_\_\_\_\_ Not Recommended by (staff name): \_\_\_\_\_

\_\_\_\_\_ Request Approved/ \_\_\_\_\_ Request Denied by WDD Administrator \_\_\_\_\_ (Initial here)

Reason for Denial: \_\_\_\_\_

Date Notified Requestor of Denial: \_\_\_\_\_ Date Event Posted in HNH: \_\_\_\_\_

Comments: \_\_\_\_\_

## Instructions for Completing the Request Form for Posting News/Events on the HNH Dashboard

Use the attached form to request news/events to be posted in the Latest News and Announcements widget on the HireNet Hawaii (HNH) Dashboard. The information posted here is available for viewing by all HNH users - jobseekers, employers and staff. The information cannot be restricted to only certain counties. For example, a posting of a job fair on Oahu would be seen by all counties.

This form is to be completed, all signatures obtained and e-mailed to:

- Russell Ogawa (russell.t.ogawa@hawaii.gov) and
- Rae Ordinado (rae.h.ordinado@hawaii.gov), with a
- cc to Lance Kimura (lance.a.kimura@hawaii.gov).
- **Or** faxed to (808) 586-8822 with attention to Russell or Rae

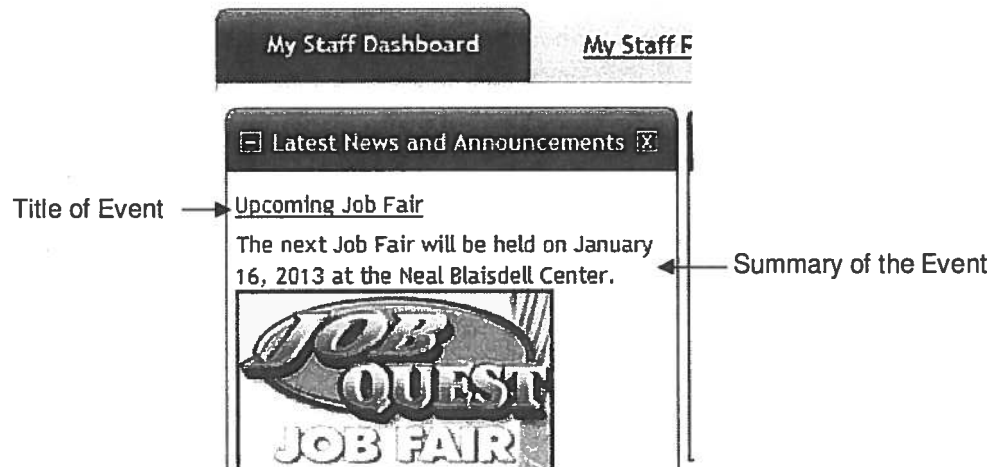
If the form is not complete and all required signatures are not obtained, the form will be considered incomplete and returned.

If submitting more than one request form, please have all request forms signed.

### Complete the form by filling in the following:

1. *Office Name:* Enter the name of the office that is requesting the event to be posted in HNH.
2. *Date of Request:* Enter the date that the form is completed.
3. *Title of Event:* Enter the title of the event.
4. *Event Summary:* Provide a summary of the event. The information that is entered here will appear in the Latest News and Announcements. Be brief and include date(s), time, place of event. This would be events such as job fairs, workshops, special classes available, etc. If you would like to include more information, complete the Page Content section below.

An example of the Title and Event Summary on the Dashboard follows:



5. *Is the image to be uploaded attached?:*

Check Yes or No. Be sure to attach the image if marked "Yes".

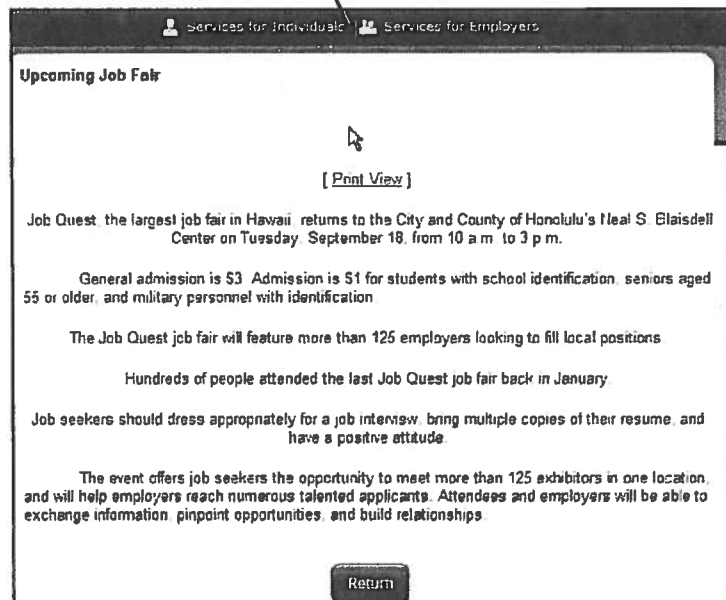
6. *Page Content:*

This page is optional and provides more information about the event or news posted on the Dashboard. Provide the information that you would like displayed on the page. If the content is lengthy, you may attach a Word document to the e-mail request.

An example of the Page Content on the Dashboard follows:



Click on the Event Title link and the page content information appears on another pop-up screen.



7. *Show Date:*

Enter the date that you would like the news/event to appear on the Dashboard.

8. *Hide Date:*

Enter the date that you would like the news/event to be removed from the Dashboard. If you would like the information to remain on the Dashboard, leave this field blank.

9. *Submitted by:*

Enter the name of the staff making the request.

10. *Phone Number:* Enter the phone number of the staff making the request.
11. *E-mail:* Enter the e-mail address for the staff making the request.
12. *Approved by:* The supervisor or office manager should review the request and if approving the request, sign and date the form.

**For WDD Admin Use Only:**

**WDD Responsibilities:**

When the WDD Administration Office receives the form, the date received will be recorded.

If the request is approved by the WDD Administrator, WDD Admin staff will post the event on the Dashboard.

If the request is denied, WDD staff will notify the requestor through an e-mail that the request was denied and the reason for denial. A copy of the request will then be e-mailed to the requestor. At this time, the requestor may supply additional information as to why the event should be posted.

The Honorable Kirk Caldwell  
Mayor, City and County of Honolulu  
530 South King Street  
Honolulu, Hawaii 96813

The Honorable Alan Arakawa  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

Norma McDonald  
WDD Oahu Branch Manager.

Kevin Kimizuka  
Maui Branch Manager  
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Pamela A. Witty-Oakland, Director  
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James Tollefson, Chair  
Oahu WIB  
President & CEO  
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Lanakila Pacific  
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Marilyn Matsunaga, Executive Director  
Oahu WIB  
715 So. King Street, #211  
Honolulu, HI 96813

The Honorable Billy Kenoi  
Mayor, County of Hawaii  
25 Aupuni Street, Room 215  
Hilo, Hawaii 96720

The Honorable Bernard Carvalho, Jr.  
Mayor, County of Kauai  
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George Costa, Jr., Director  
Office of Economic Development  
County of Kauai  
4444 Rice Street, Suite 200  
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Michael Gleason, Chair, Hawaii County WIB  
President and Chief Executive Officer  
The Arc of Hilo  
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Hilo, Hawaii 96720

Steve Lupkes, Chair  
Kauai County WIB  
Research Station Manager  
BASF The Chemical Company  
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Stan Fichtman  
Workforce Development Council

Kathleen Nielsen  
Housing & Community Development Specialist  
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50 Wailuku Drive  
Hilo, Hawaii 96720

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WorkHawaii  
715 So. King Street, #200  
Honolulu, Hawaii 96813

REGULAR(S):

xc: C. Kanayama M. Pilotin-Freitas  
R. Ogawa R. Ordinado  
ASO-WIA Unit ASO-Federal Unit  
L. Kimura

SN 04-02-13, 05/23/13

Re: Request to Post News and Events on the  
HireNet Hawaii Dashboard

Mailed: 06/03/13

**HNH Bulletin / Memoranda**  
**Lists - Mailing / Interoffice--Copies List**  
**Binder: Originals with Enc. & List Send To**  
**Reading: Transmittal Cover Only**