May 23, 2013

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.

Dwight Taimine
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: ________________

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: __________________________________________________________________________

________________________________________________________

Request Form for HNH Dashboard (April 2013)
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 box the Dashboard follows:

- Title of Event — H:
  - Summary of the Event

- Latest News and Announcements

- Upcoming Job Fair

The next Job Fair will be held on January 16, 2013 at the Neal Blaisdell Center.
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:

   ![Example Page Content](image)

   **Upcoming Job Fair**
   The next Job Fair will be held on January 16, 2013 at the Neal Blaisdell Center.

   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. **PhoneNumber:** 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  
Workforce Development Division  
2064 Wells Street, Suite 108  
Wailuku, Hawaii 96793

Pamela A. Witty-Oakland, Director  
Department of Community Services  
715 South King Street, Suite 311  
Honolulu, Hawaii 96813

Roland Prieto, Executive Director  
Office of Economic Development  
County of Maui  
One Main Plaza  
2200 Main Street, Suite 305  
Wailuku, Hawaii 96793

James Tollefson, Chair  
Oahu WIB  
President & CEO  
Chamber of Commerce of Hawai'i  
1132 Bishop Street, Suite 402  
Honolulu, Hawaii 96813

Leslie Wilkins, Chair  
Maui County WIB  
Office of Economic Development  
2200 Mair Street, Suite 105  
Wailuku, Hawaii 96793

Marian Tsuji, Chair  
Workforce Development Council  
Lanakila Pacific  
1809 Bachelot Street  
Honolulu, Hawaii 96817

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  
4444 Rice Street  
Lihue, Hawaii 96766

Blayne Hanagami  
Hawaii Branch Manager  
Workforce Development Division  
1990 Kinoole Street, Room 102  
Hilo, Hawaii 96720

Eric Nordmeier  
Kauai Branch Manager  
WDD/WorkWise Kauai  
4444 Rice Street, #302  
Lihue, Hawaii 96766

Stephen Arnett, Administrator  
Office of Housing and Community Development  
County of Hawaii  
50 Wailuku Drive  
Hilo, Hawaii 96720

George Costa, Jr., Director  
Office of Economic Development  
County of Kauai  
4444 Rice Street, Suite 200  
Lihue, Hawaii 96766

Michael Gleason, Chair, Hawaii County WIB  
President and Chief Executive Officer  
The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720

Steve Lupkes, Chair  
Kauai County WIB  
Research Station Manager  
BASF The Chemical Company  
P.O. Box 127  
Kekaha, Hawaii 96752

Stan Fichtman  
Workforce Development Council

Kathleen Nielsen  
Housing & Community Development Specialist  
Office of Housing & Community Development  
County of Hawaii  
50 Wailuku Drive  
Hilo, Hawaii 96720
SN 04-02-13, 05/23/13
Re: Request to Post News and Events on the HireNet Hawaii Dashboard

Mailed: 06/03/13

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