Has 50 Employees or more?

Informal Trigger

Identified Closure from News Media or Another Source

SOH WDC Receives WARN

Employer’s WARN Letter

Copy of Report or Source Material

SOH DLIR

Employer Notifies SOH DLIR

Formal Trigger

Has 50 Employees or more?

60 Days or More Notice?

Contact SOH WDC Exec. Director

Forward Notice to AJC RR Team

Notify WDD About WARN Violation

Enforcement Action

If a union is involved, the union representative must also be contacted.

Return Questionnaires to Employer

Employer Establishes Session Dates

Send Questionnaires and Session Dates to AJC RR Team

Completed DW Survey Questionnaires

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If a union is involved, the union representative must also be contacted.

Send DW Survey Questionnaire

Employees Fill Out Questionnaires

End

Return back after contacting Executive Director.
Assemble Relevant Units/Teams
Coordinate Among Units/Teams
Contact Employer
Confirm Session Dates and Locations
WDC Assigns Unique HireNet Code
Is Union Involved? Y N
Coordinate with Union
Conduct Sessions
Prepare RR Event Summary

 Especially important when more than one person analyzes the data and there will be multiple teams involved, the result of the data analysis needs to be summarized into notes (concise descriptions, bullet points, etc.).

To be shared with the employer and relevant teams.

Important in this step is to make sure that teams can attend sessions.

State of Hawaii Workforce Development Council
Rapid Response Business Process
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