



Continued from  
Page 1

<b>State of Hawaii Workforce Development Council</b>	
<b>Rapid Response Business Process</b>	
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Compile  
DW Survey  
Data

Analyze  
DW Survey  
Data

Prepare  
DW Survey  
Notes

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.).

DW Survey  
Notes

To be shared with the employer and relevant teams.

Assemble  
Relevant  
Units/Teams

Coordinate  
Among  
Units/Teams

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

Contact  
Employer

Confirm  
Session Dates  
and Locations

WDC Assigns  
Unique  
HireNet Code

Is Union  
Involved?

Y

Coordinate  
with Union

N

Conduct  
Sessions

Prepare  
RR Event  
Summary

RR Event  
Summary  
Report

Send Summary  
Report to WDC

WDC Reviews  
Summary  
Report

Is Follow-up  
Needed?

Y

Discuss  
Report

N

File Summary  
Report

End

