

Process flow to identify and accommodate volume hiring

	Current Activity	Enhanced Activities under ARRA
	Daily Preemptive activity:	
	Phone calls to companies	Labor needs tool with EDC
	Job developers allocated to specific industries	Business resource team or service rep – electronic surveys – status: hiring/not hiring - get specs.
		Reach out to other E Dev entities in the region
	Call comes in for volume of workers	
1	Give to Career Center Director	Call WIB Dev. Director
		Meet with EDev entities to discuss
2	Biz team at Career Center calls employer	
	Job descriptions, titles, skills, timeframes, payscales etc.	Union/non-Union – target training providers – will unions help train? – Develop content?
3	Determine available workers - data base query MOSES	Advertise “100 workers needed”... (need regular funds for this)
4	Post jobs on board at Career Center	
5	Internally tell everyone (case managers, business developers, job specialists, job developers)	
6	Send emails to alert partners	Look into Constant Contact
		Look into V-mail auto caller
		Look into accelerating MS ACCESS custom reports
		Will local policy allow for flexible funding to host a group training tailored to this need (take from ITA)?
		Will employer help pay for training