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CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

November 6, 2000

To The Honorable, The City Council:

In response to Awaiting Report Item No. 00-93, regarding a report on an employment and training program for nine-week program employees, Assistant City Manager for Human Services Jill Herold reports the following:

Representatives of the Office of Workforce Development, the Personnel Department and the Department of Public Works are developing a process to provide all nine week employees with opportunities to take advantage of services provided by the Cambridge Employment Program (CEP).

Staff have discussed a variety of ways to connect these employees to career counseling and job search assistance and are now meeting to finalize a plan that can accommodate the schedules of nine week employees.

CEP offers assistance with personalized career goal setting, interest and skill assessments, resume development, interview skills, and job search strategies. The process being developed will enable nine-week employees to avail themselves of these services by connecting with a CEP staff person.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec



2000 Things 2 Do in 2000

Communication from Robert W. Healy, City Manager, relative to Awaiting Report Item Number 00-93 regarding a report on an employment and training program for nine-week program employees.

In City Council November 6, 2000

Placed in file