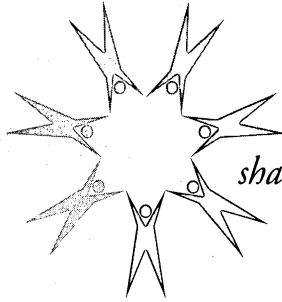


Department of Human Service Programs



sharing resources...building community

Jill Herold
Assistant City Manager

MEMORANDUM

TO: Robert W. Healy
FROM: Jill Herold
DATE: June 19, 1996
RE: Council Order #080 dated April 28, 1997 regarding a Detailed Policy for the City to Conduct Periodic Job Fairs

Childcare

Commission for
Persons with Disabilities

Community and Youth

Community
Learning Center

Coordinating Council for
Children, Youth and Families
(Kids' Council)

Council on Aging;
Elderly Services

Low Income
Fuel Assistance

Multi-Service Center;
Homeless Services

Office of Workforce
Development

Planning & Development

Recreation

Through the Cambridge Employment Program, Career Source and community-based employment and training organizations, the Office of Workforce Development has and will continue to sponsor or facilitate a variety of kinds of employee recruitment efforts, including job fairs, in order to meet the needs of employers and Cambridge residents. Determination of the most appropriate method of employee recruitment currently is based primarily upon employer preferences.

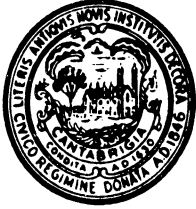
The Community Development Department provides information about new employers, especially large ones. It is very useful to have contact with employers as planning regarding location in or expansion in Cambridge is proceeding. Through such efforts, the Office of Workforce Development is available to assist new businesses in meeting their employment needs by hiring Cambridge residents. For instance, in close collaboration with the Community Development Department, the Office of Workforce Development is working with Doubletree to plan a job fair for more than 100 new jobs in the Spring of 1998. The Office of Workforce Development anticipates working with the Community Development Department to deepen the connection of our staff to businesses which receive services from the Community Development Department, such as those which participate in the Cambridge Women's Business Directory and the Cambridge Business Development Center.

Office of Workforce Development staff and staff of the Cambridge Employment Program (which the Office of Workforce Development oversees) receive requests from employers for assistance with employee recruitment. Through a First Source



agreement, Forest City regularly posts job opportunities with the Cambridge Employment Program. Also, the Cambridge Employment Program has carried out employee recruitment efforts through which Engineering Management Services, AT&T, Manpower and others have recruited Cambridge residents for employment. Office of Workforce Development staff have also worked with the Cambridgeside Galleria Mall to offer job fairs in the past and another one is planned for the Fall. In addition, the City of Cambridge's Personnel Department posts job openings with the Cambridge Employment Program and will participate in other employee recruitment efforts sponsored by the Office of Workforce Development, including, but not limited to, job fairs.

In consultation with our Business Advisory Committee, Adult Employment Planning Committee, and others, including the Chamber of Commerce, the Office of Workforce Development is exploring the most effective means of recruiting Cambridge residents for employment. Also to be considered will be the results of a survey of 388 businesses in the Cambridge area, sponsored by the Massachusetts Department of Employment and Training in collaboration with the Office of Workforce Development, which rated business use of and perception of the effectiveness of various employee recruitment methods.



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CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
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17.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 2, 1997

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 14, regarding the policy for the City to conduct periodic job fairs, received from Assistant City Manager for Human Services Jill Herold.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda #17

5-329

Relative to Awaiting Report Item Number
Fourteen, regarding the policy for the
City to conduct periodic job fairs.

In City Council June 2, 1997

PLACED ON FILE