

ATTACHMENT E

**State Of Hawaii
Department of Human Resources Development
Return to Work Priority Program**

DATE: _____

TO: Employee Staffing Division, HRD

FROM:

SUBJECT: Request for Statewide Job Search Assistance

Our initial departmental job search has been unsuccessful. Please initiate a statewide job search for the following employee.

Employee Name: _____

Class Title: _____

Current Salary: _____ SR: _____ Step: _____ BU: _____ NTE Date: _____

The following information is enclosed:

- Current application form, HRD 315A. *Include detailed & complete information on education, work experience, professional licenses, other credentials, hobbies, recreational interests, and special skills.*
- Placement Questionnaire, HRD 390D.
- Employee's current medical/physical restrictions from the employee's physician and any requested job accommodations. *Include any information which would help in determining suitable jobs.*
- Department's job search documentation. *Include information on identified suitable & unsuitable jobs, job modification attempts, unsuccessful referrals, and reasons for unsuccessful placement.*
- Date of departmental meeting: _____
- Dept. Contact/Phone: _____
- WC Contact/Phone: _____
- Employee's job interests. *Optional*