Disabled Employability Signaling

Job Profile Assessment tool – JOB PLATFORM

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Project number: 2016-1-FR01-KA204-023908
1. Job Placement Tool (JPT) outcome
2. JPT exchange of good practices
3. JPT specifications & development
4. JPT introduction & architecture
5. JPT user manual
1. DESIGN Job Placement Tool outcome

Job Profile Assessment tool – IT Solution Development

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Outcomes

A more effective process of assessing the employability potential of a person with disability

“GIP” and Employment Technicians better prepared to conduct effective job placements

Increase the recruitment of people with disabilities
2. Developing an employability JPT that enhances the effectiveness of “GIP” in the integration of people with disabilities

- 1 JPT in 5 languages + English and with online component.
- Grid analysis for the employability profile
- 1 Test (skills & indicators)
- 1 JPT online
- Intermediate tests with 6 organizations
2. JPT Exchange of good practices

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CASPER is a system developed in Romania based on physical tests and an electronic platform with a series of complex tests to evaluate people between 12 and 67 years.

Main areas of evaluation

- Cognitive competences
- Personality
- Interests
- Manual dexterity

It includes 30 standardized tests for the Romanian population and are accredited by the "College of Psychologists of Romania".
STAR It is a system developed in France focused on establishing the pairing between the evaluation of candidates and the offers of the employers. This tool seeks to treat the information collected in the evaluation process and make it comparable to what is requested in the job offer.
Shared Tools Example...

Conclusions and challenges of the sharing process:

- Evaluation process developed
- Diversity of instruments of analysis
- Integration of orientation and training courses
- Consolidated relationships with specific employers
- Reduced interorganizational compatibility
- Difficulty in transposing collected information into job offers
- Instruments that synthesize and match emerging supply-demand
- Online based on traditional platforms
JPT Design: inspiration and sources ...

**Collaboration**
The platform will have to allow easier access for employers and organizations and “GIP” to be able to introduce information and analyze it, but also for collaborative work.

**CASPER**
Extensive work will be required if the platform is to facilitate the synthesis of the skills assessed and, if possible, to allow the controlled introduction of these skills. It should also facilitate the indication of the candidate’s evaluation process.

**STAR**
Successful and efficient pairing is a key aspect of the tool scalability. The information introduced by the different agents will have to be comparable and make possible the referrals, but also their consolidation.

**Recognition**
The system must provide feedback, providing information on cases of (in)success and learnings.
3. JPT specifications & development

Job Profile Assessment tool – IT Solution Development
JPT development process

JPT Design
Elaboration of the blueprint for the tool with theoretical framework, components description, functionalities and technical specifications.

Testing and pilots
JPT refinement through specialists, workshops and training pilots of Employment Technicians.

Tools identification
Analysis of "composed" tools, already available online, measuring their potential and adaptability to the national contexts. Discussion and selection of the "tool(s)" or components for the JPT Design.

“GIP” Process sharing
Each organization shared, following a predefined structure, the support processes for people with disabilities: from the first service to being employed.

Sharing resources
Each organization shared the tests, instruments, forms, and models it applies. The competences analyzed and their indicators were also shared.
JPT specifications

Employability profile of people with disabilities
- Mapping labor integration processes
- Sharing exercises and measuring instruments of employability potential
- Skills, experience, knowledge and attitudes
- Designing a profile framework

Skills Framework
- Identify the profile of the candidate and assess their productivity and potential for employability
- Definition of the tool features and specifications

Job Profiling Tool (JPT)
- Facilitating a comparison between the potential of the applicant and the needs of employers
- Facilitate the design of the counseling process, mentoring and "pairing" with the employer.

JPT online (platform)
- Filling job offers with employer-adapted requirements
- Candidate management based on the JPT
- Automated initial pairing with integrated key information sharing
A JPT Design process...

The JPT will include forms that facilitate the measurement and evaluation of the potential of employability, as well as the definition of a profile. The idea is that the Employment Technician can synthesize the information in a way that is compatible with the request made by the employer. In addition, it is also intended to facilitate access to useful information focused on the post-labor integration process (integration and personal development plan).

Identification of the best person for the job
Good hiring
The recruitment and selection processes are time consuming and costly for organizations. It is intended that the JPT Design increases the effectiveness of the job placement delivering value to employers.

Pairing
JPAT tool has to support initial work with the employer and the pairing process with the candidate, which can mean adjustments and adaptation in workplace and other workers.

Increase effectiveness
One of JP AT services critical task is to make the proper referral or referrals to a job offer. JPAT tool must increase the referrals effectiveness providing to the JP AT manager the suitable candidates for a vacancy.

Focus on potential
It is of outmost importance that JP AT can support not only hiring process but also provide key insights on a career and personal development plan to support workers achieve their performance potential.

Synthesize reviews
JPAT practitioners consume loads of time in dealing with information. JPAT tool should enhance this investment by delivering effective synthesis sparing time for building relationships.

Comparability
One of the key challenges when introducing new services or tools is to make them comparable with baseline or previous ones. JPAT tool must provide information on key indicators to measure results and impact.
4. JPT introduction & architecture

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Architecture of the tool

Introduction - type of tool:
The DESIGN Job Placement Service Platform (JPSP) is a web-based tool aiming to promote inclusive employment among the disabled persons population in a given country. The JPSP is firstly intended to support organizations with job placement services which are accompanying persons with disabilities to support their insertion into the “normal” labour market and into employment opportunities.

The JPSP intends to facilitate the process of matching/adequacy between the person’s skills/abilities and the position requirements on a particular job offer inserted by a company, easing the effort of the employment counsellors and the access to a sustained employment. It is a mediation tool that forms the basis for dialogue with the company and fully in line with supported employment dynamics.
The JPT has been first tested by specialised structures (job placement professionals and organizations) in a social intervention basis, using different forms and workflows and in particular an Excel sheet (annex 1) in which the suitability between candidate competences-skills and job offer requirements was performed. The JPSP being easy to use and visual, it allows a co-construction work between the mentor (job placement counsellor), the employer and the candidate.

The JPT has a functionality to provide the selection of “the best candidate to the job offer”. It must rely on a simplified navigation providing an array of functionalities existent in other employment platforms with the adaptation to disabled persons seeking employment. as opposed to the protected labour market or other social occupational solutions.
Generic Requirements:

1. The expected tool is a website accessible via mobile phones.

2. It is important to prepare the tool to be easily used in different languages, being initially developed in English. The expected tool will be translated into 5 languages (French, English, Romanian, Portuguese and Hungarian) in later stage.

3. It should accommodate four user profiles: super administrator (SA), country manager (CM), job placement service organization (JPSO) and employer, using login. In case of JPSO and employer they should be able to self pre-registration to be approved by the CM.
   a. Super administrator with the capacity to create or remove country managers accounts.
   b. Country managers with the capacity to create, approve the registration or remove JPSO and employers accounts. Also to manage the disclosure of job offers inserted by employers to JPSO.
   c. JPSO with the capacity to registrate and manage candidates information, also giving then a login to access their own data and to manage the disclosure of candidates to job offers inserted by employers.
   d. Employer to registrate job offers.

4. All user must have the option to send messages and communicate between them with exception of candidates which can only communicate with their JPSO. JPSO can share candidates files between them - if they permission by the candidate.
5. It is also expected for the tool to be easy and user-friendly, with a clear visual aspect.

6. It expected to have the confidentiality issues addressed with a thick box in which user ensure to have permission to share information given by users or in case of JPSO by the candidates. The SA and CM have access to statistic information on the usage of the platform in the indicators foreseen in the present document. They can’t accede the users (JPSO and employer) files and either candidates. The CM has access to job offers to control the requirements conformity.

7. The JPSP should allow users to upload, label, download and remove listed files in pdf. format.

8. The JPSP will be accomodated in Aproximar server, the front page will be compliant with Erasmus+ visual identity obligations, including the disclaimer statement.

9. The JPSP front page should have information about disabled people employability, communication about DESIGN - Disabled Signalling project link and information and a login with user, password and recovery tick boxes to accede the back office of the platform.

The platform must be accessible to persons with disabilities at a later stage. to be discussed...
5. JPT user manual

Job Platform For People with Special Needs

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Administrator page and functions
The SA is the DESIGN JPSP manager, being able to ensure the web-based tool maintenance and create, manage and remove the Country Managers (CM) accounts. This profile accesses all of the platform’s features and configurations.

The SA is responsible for the JPSP sustainability through time and ensure the backup of all information as well as its compliance with EU laws on GDPR and system restoration. To secure a proper sustainability strategy, considering that is a not for profit platform, the SA is also responsible for the results, impacts and outcomes accountability both in social inclusion (service based) as financially.
Administrator page and functions

This is the user with the capacity to manage the platform in terms of architecture, design, its improvement and interventions to deal with “bugs”, unconformities, its fidelity and also to access the general platform usage statistics.

The Administrator is responsible for managing the entire application. He has the following functions available in his menu:

1. **Jobs:**
   1. **Register Job** -> It allows to register a job, all the fields are mandatory.
   2. **Edit/view** -> It allows to view jobs, edit and delete them. **Be aware** that when you edit a profession it is modified in all the created advertisements.
Administrator page and functions

1. Jobs:
   1. Register Job.
   2. Edit/view.
2. **Regions/Countries:**
   1. **Register Country** - It allows to register a country, all the fields are mandatory.
   2. **Register Region** - It allows to register regions in the countries, all the fields are mandatory.
   3. **Edit Countries** - It allows to delete and to edit a country.
   4. **Edit Regions** - It allows to delete and to edit regions.
3. Institutions:

1. **Register** -> It allows to register an institution, all the fields are mandatory.
2. **View/Edit** -> It allows to consult all registered institutions and still edit, delete and restore the password. The password that was assigned when the institution was created is restored.
4. **Companies:**
   1. **Register** -> It allows to register a company, all the fields are mandatory.
   2. **View/Edit** -> It allows to consult all registered companies and still edit, delete and restore the password. The password that was assigned when the company was created is restored.

The home page still shows some data about the state of the application.

Attention this page is only accessible by requesting an admin creation through contacto@aproximar.pt.
Institution page and functions
Institutions’ page and functions

The institution is the page for the institutions in which they can register their users and consult the advertisements that are available in the region where they operate.

This profile is dedicated to organization providing support to disabled persons employability. The JPSO has to do pre-registration and wait for the validation of the CM. The registration must be done by the person assigned by the JPSO and the assignment letter should be uploaded in the JPSP.

Attention-> When the password reset is done, it is recommended to change it as soon as you log in the first time.

The login is done from the number automatically created by the application, this number can be seen on the Admin page-> institution-> view/edit
Institutions’ page and functions

1. Users:
   1. Register - It allows to register its users, all the fields are mandatory.
   2. Manage Users - It lists all users of the institution and it also allows to delete and edit each user personal data and consult all their personal information or file.
Institutions’ page and functions

2. User Profile:

1. Register Profile -> It describes the technical information of the applicant, all the fields are mandatory.

2. Edit Profile -> It allows to edit the profile previously created in register profile.

3. Assign job -> It allows to assign a job to a user.
Institutions’ page and functions

3. Consult advertisements:

1. View-> It lists all registered advertisements in the institution's region of action. In each advertisement and when uploading view details it is possible to see the candidates that are compatible with the advertisement and submit an application and associate a message with a maximum of 250 characters. This field is mandatory.
Company page and functions
Companies’ page and functions

The page dedicated to companies has the resources to create advertisements and see the interviews requests sent by the institutions.

This profile is dedicated to organization providing support to disabled persons employability. The JPSO has to do pre-registration and wait for the validation of the CM. The registration must be done by the person assigned by the JPSO and the assignment letter should be uploaded in the JPSP.

Attention-> When the password reset is done, it is recommended to change it as soon as you log in the first time.

The login is done is done from the number automatically created by the application, this number can be seen on the Admin page-> institution-> view/edit
Companies’ page and functions

1. Applicants:
   1. Interview requests: It lists all job vacancies and at the footer of each advertisement there is an indication of how many candidates are already available.
   2. When loading see details, it is possible to see all the applicants’ information as well as the institution information to which the applicant belongs and also the message that the institution has sent attached to the application.
   3. When choosing to remove application is asked to write a message to the JPService. That message should indicate whether the applicant has been accepted or not or any other information. The message is limited to 250 characters. When you click on remove application, the applicant is removed automatically.
Institutions’ page and functions

2. Advertisements:

1. Register-> It is where you create an advertisement, all the fields are mandatory.

2. View/edit-> It lists all the active advertisements and you also have the option to delete or edit the advertisement.