
Talent Acquisition Portal (TAP) Implementation Step by Step Outline for How DVR Will Utilize TAP in Wisconsin (May of 2014)

A: VR Staff Account Creation

- I VR Director or BSC invites Counselor and CCC to create an account in TAP.
- II All VR staff should have an account in TAP. Direct questions to Director or to Policy Initiatives Advisor in central office.

B: VR Consumer Invitation, Phase I

Note: Phase I is for work ready consumers who need no assistance in creating TAP profile.
Effective date: Effective immediately.

TAP Phase I is DVR consumers who are work ready, who are independent and are actively searching for work, and who are able to enter a profile into TAP on their own.

- I Counselors should review caseload, especially 18s about to graduate and 20s who meet the above criteria **and** the TAP Profile Criteria, and invite them to create a profile in TAP.

TAP Profile Criteria

- Candidate has a defined interest or career goal and some understanding of specific industry
 - Candidate understands and can describe or demonstrate qualifications and skills
 - Candidate either has a current resume or has information necessary to develop one
 - Candidate does not have any significant barriers that have not yet been addressed or accommodated
 - Candidate is prepared to participate independently in a job interview (or get assistance when applicable), should one be offered
 - Candidate has references and contact information available
 - Candidate has adequate communication skills
 - Candidate has adequate soft skills (interactions with co-workers, etc.)
 - Candidate has a positive attitude about work search and is motivated to work
 - Candidate is dependable and consistent in making appointments
 - Candidate has active, appropriate email address they check regularly
 - Candidate is actively job searching through other on-line services such as Job Center of Wisconsin
- II Consumer should independently access TAP and create a profile. VR will provide a quick reference user guide to help consumers navigate the system independently.
 - III Consumer should notify Counselor when TAP profile has been created. TAP profile creation will become a progress measure for Counselors.

- IV Once Counselor is notified of successful TAP profile creation, a case note should be made in IRIS.

C: VR Consumer Invitation, Phase II

Note: Phase II is for consumers who meet TAP profile criteria but may need TAP assistance.

Effective date: Effective upon publication of TAP technical specifications.

- I Counselors should review caseload, especially 18s about to graduate and 20s who meet the TAP Profile Criteria, and invite them to create a profile in TAP.

TAP Profile Criteria

- Candidate has a defined interest or career goal and some understanding of specific industry
- Candidate understands and can describe or demonstrate qualifications and skills
- Candidate either has a current resume or has information necessary to develop one
- Candidate does not have any significant barriers that have not yet been addressed or accommodated
- Candidate is prepared to participate independently in a job interview (or get assistance when applicable), should one be offered
- Candidate has references and contact information available
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- Candidate has a positive attitude about work search and is motivated to work
- Candidate is dependable and consistent in making appointments
- Candidate has active, appropriate email address they check regularly
- Candidate is actively job searching through other on-line services such as Job Center of Wisconsin

- II Counselor and consumer will discuss if consumer can create TAP profile independently or if consumer needs assistance.

IIA: If consumer can create TAP profile independently, they should do so.

- VR will provide a quick reference user guide to help consumers navigate the system independently.
- Consumer should notify Counselor when TAP profile has been created. TAP profile creation will become a progress measure for Counselors.
- Once Counselor is notified of successful TAP profile creation, a case note should be made in IRIS.

IIB: If consumer cannot create TAP profile independently, Counselor should discuss the possibility of utilizing a service provider.

- Review tech specs to identify appropriate level of need and service expected (see tech spec levels below).
- Discuss with consumer and develop plan.
- Open purchase order for service.

- VR will provide a quick reference user guide to help consumer and service provider navigate the system independently.
- Service provider should complete all required reporting elements (as articulated in TAP tech spec), including notifying Counselor when TAP profile has been created. TAP profile creation will become a progress measure for Counselors.
- Once Counselor is notified of successful TAP profile creation, a case note should be made in IRIS.

TAP Tech Spec Service Levels

Level 1 *Situation:* Consumer is receiving job development services and Consumer needs assistance with creating a TAP profile.

Example: Consumer is already receiving job development services and meets the TAP Profile Criteria, but needs assistance with the TAP system and/or translating existing resume into TAP profile.

Service: TAP profile creation only. Consumer should already have a current resume or sample job application as part of existing job development services. Job developer should use current resume or sample job application to help consumer successfully create TAP profile.
Fee: \$100.

Level 2 *Situation:* Consumer is not receiving job development services but has a current resume or sample job application. Consumer needs assistance with creating a TAP profile.

Example: An example might be a transition student about to exit high school, who has completed work experiences while in high school transition and is ready / able to work. They have work skills and their work history is organized, but they lack language skills, computer confidence, or both to complete a TAP profile independently.

Service: In this scenario, where consumer is not receiving job development, the service is to use current resume or sample job application to help consumer successfully create TAP profile. ***Fee:*** \$200.

Level 3 *Situation:* Consumer is neither receiving job development services nor has a current resume or sample job application. Consumer needs assistance with organizing work and educational history and creating a TAP profile.

Example: An example might be a consumer in training about to enter the labor market or a consumer who just had an IPE developed.

Service: In this scenario, the service is to help create a current resume or sample job application and to help consumer successfully create TAP profile. ***Fee:*** \$350.