

Disabled Employability Signaling

Job Profile Assessment tool – JOB PLATFORM



www.design-disability.org

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



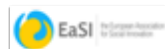
1. DESIGN Job Placement Tool outcome

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

IO2 Job Profiling Tool (JPT)

Project number: 2014-1-ES01-KA201-023000

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

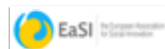
Exchange of good practices

Job Profile Assessment tool – IT Solution Development

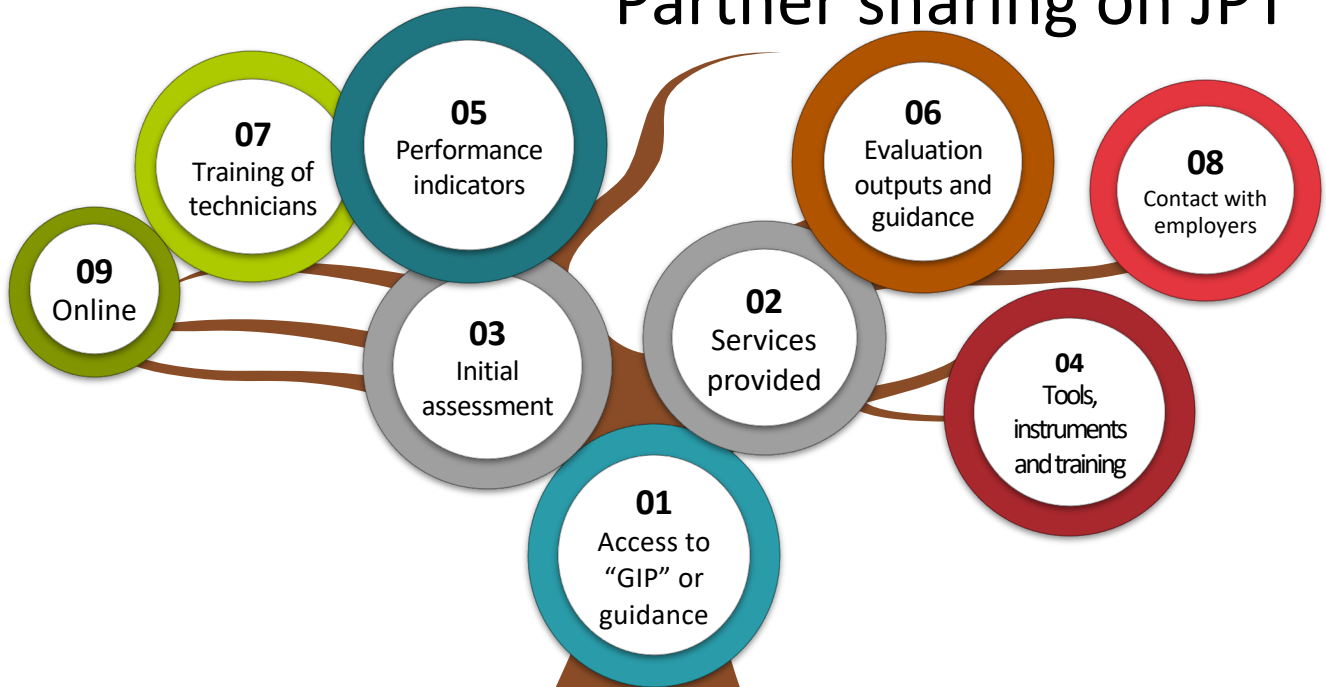


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Partner sharing on JPT



Shared Tools Example...

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

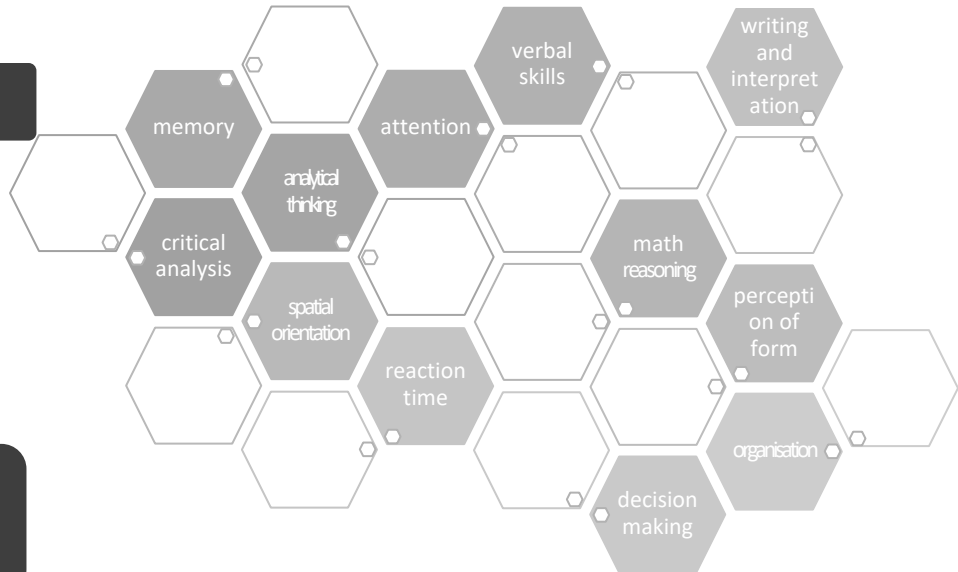
Cognitive competences

Personality

Interests

Manual dexterity

It includes 30 standardized tests for the Romanian population and are accredited by the "College of Psychologists of Romania".



Shared Tools Example...

STAR It is a system developed in France focused on establishing the pairing between the evaluation of candidates and the offers of the employers.

Main domains

Skills

Aptitudes

Capabilities

Embarrassment

This tool seeks to treat the information collected in the evaluation process and make it comparable to what is requested in the job offer.

Expectativas empregador	Indicadores em análise	Detidos pela pessoa
COMPETÊNCIAS	4 Verificar se o trabalho está em conformidade	1
	4 Montar as peças a serem soldadas em um modelo	4
	1 Iniciar máquinas de soldar	1
	4 Definir a intensidade nas máquinas de soldar	4
	4 Mudar peças	4
	4 Mudar os rolos	4
APTIDÕES	2 Mudar as botilhas de gás	2
	1 Soldar com uma estação de arco	1
	2 Ler	2
	1 Escrever	4
	2 Contar	2
	3 Orientação espacial	2
CONSTRANGIMENTOS	4 Locomoção	3
	2 Posturas	4
	1 Motricidade geral	1
	3 Motricidade fina	1
	1 Aptidões sensoriais	2
	4 Trabalho em horário especial	4
CAPACIDADES	1 Trabalho num ambiente específico	2
	3 Aptidões intelectuais	1



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)succes and learnings.

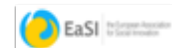
3. JPT specifications & development

Job Profile Assessment tool – IT Solution Development

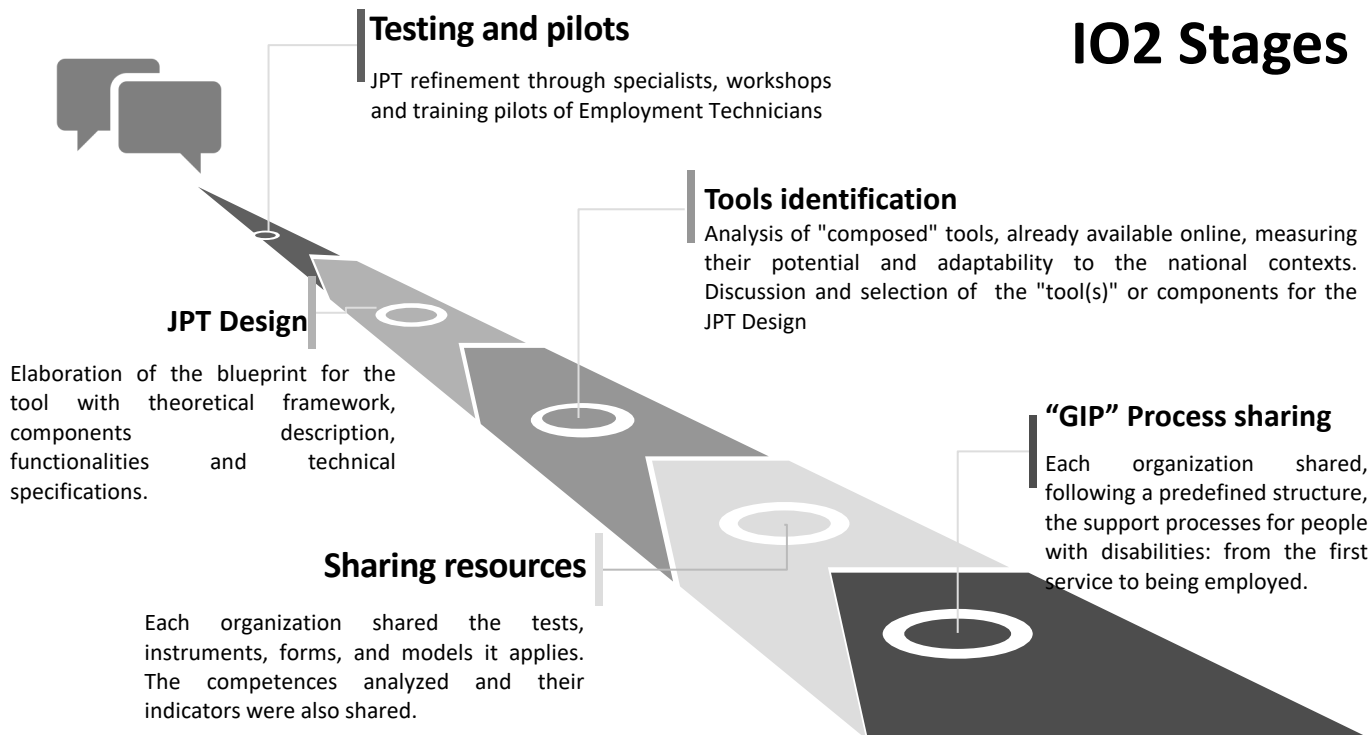


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IO2 Stages

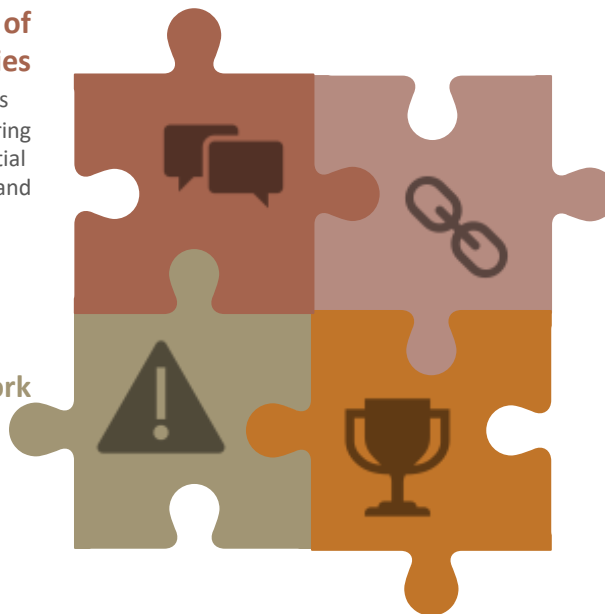


Employability profile of people with disabilities

- 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)

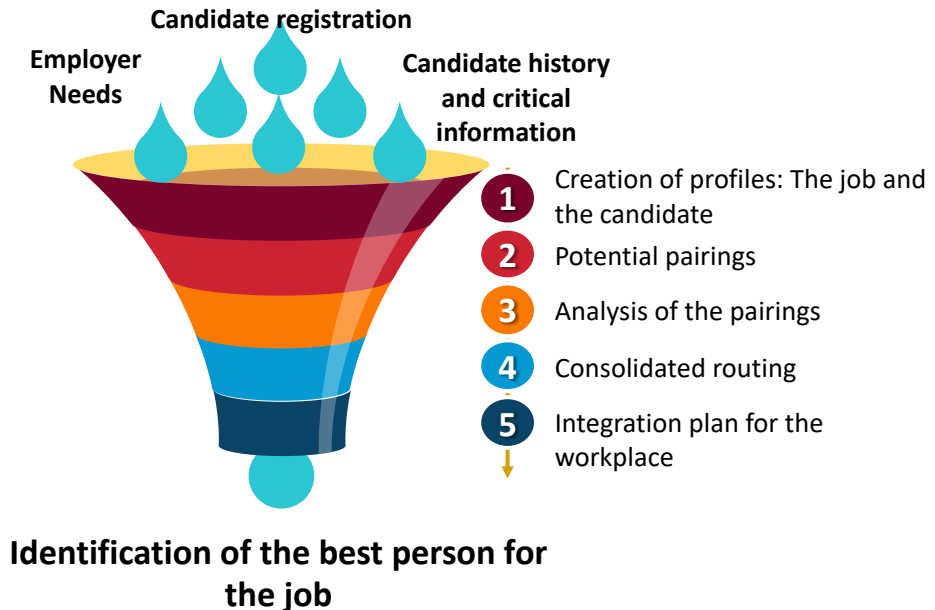
- Facilitating a comparison between the potential of the applicant and the needs of employers
- Facilitate the design of the counseling process, mentoring and "pairing" with the employer.

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).



The JPT Design... concluding...



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 JPAT 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 JPAT manager the suitable candidates for a vacancy.



Focus on potential

It is of outmost importance that JPAT 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.

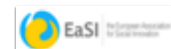


4. JPT introduction & architecture

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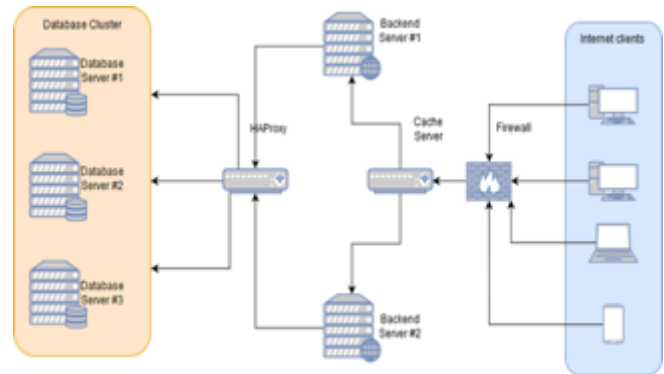


Architecture of the tool

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 to 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.



Architecture of the tool... Programming...



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.

Architecture of the tool... Programing...

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

Job Profile Assessment tool – IT Solution Development

Administrator page and functions

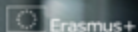
Menu ☰

Utilizador >

Instituições >

Empresas >

Anúncios >



Administrator page and functions

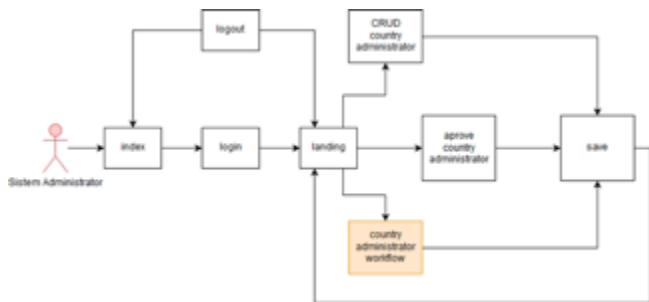


Figura 4.2: Workflow of System Administrator.

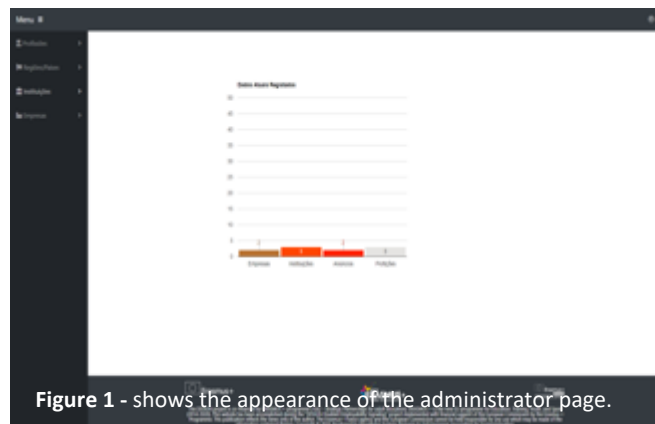


Figure 1 - shows the appearance of the administrator page.

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.

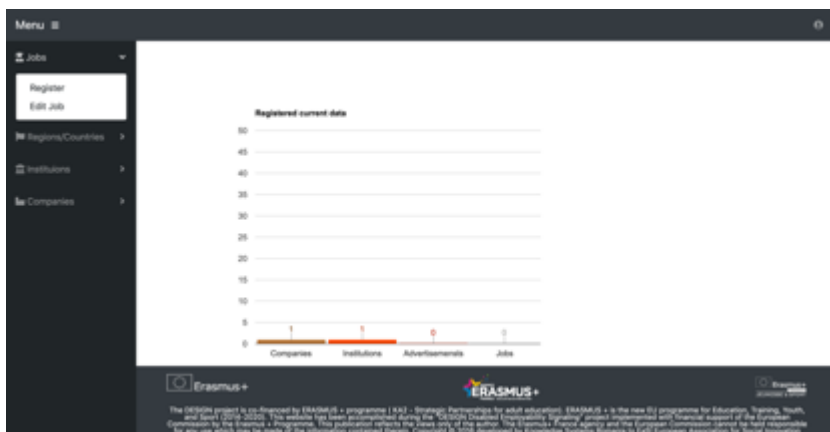
Administrator page and functions

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.

Job Register

Job Name

Country

Competence 1

Competence 2

Competence 3

Competence 4

Competence 5

Competence 6

Description

2. Edit/view.

Menu

Jobs

Register

Edit Job

Regions/Countries

Institutions

Companies

Serrallheiro

Description: Valuable worker

Country: Irlanda

Erasmus+

The DESIGN project is co-financed by the Youth and Sport (2014-2020). This is a European Commission by the Erasmus+ fund responsible for any use which may

Administrator page and functions

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.

The screenshot displays the administrator interface. On the left is a dark sidebar menu with the following items: 'Jobs', 'Regions/Countries' (expanded), 'Institutions', and 'Companies'. The 'Regions/Countries' menu is open, showing sub-options: 'Register Country', 'Register Regions', 'Edit Countries', and 'Edit Region'. The main content area shows a modal for 'Irlanda' with 'Delete' and 'Edit' buttons. Overlaid on this are two other modals. The 'Country register' modal has a 'Country Name' input field and 'Register' and 'Cancel' buttons. The 'Register region' modal has a 'Country' dropdown (showing 'Choose the option'), a 'Region (NUT II)' input field, and 'Register' and 'Cancel' buttons. At the bottom, there is a footer with the Erasmus+ logo and text: 'The DESIGN project is co-financed by ERASMUS+ programme (adult education). ERASMUS+ is the new EU programme for Education (2014-2020). This website has been accomplished during the "signaling" project implemented with financial support of the European Union.'

Administrator page and functions

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.

The screenshot displays the DESIGN Administrator interface. On the left is a dark sidebar menu with options: Jobs, Regions/Countries, Institutions (selected), and Companies. The main content area is divided into two panels. The left panel shows a form for editing an institution named 'teste', with fields for User Number (1), Address, Phone (124414), General email, Person in charge (Carlos Augusto Person), and Website (asdf.com). Below these fields are buttons for Delete, Edit, and Restore Password. The right panel shows the 'Institutions' registration form, which includes fields for Country (a dropdown menu), Name, Address, Phone, Mobile Phone, Structure Type, Person in Charge, General Email, Person in Charge Email, Person in Charge Position, Website, and Password. At the bottom of this form are 'Register' and 'Cancel' buttons. The footer of the page features the Erasmus+ logo and text stating: 'The DESIGN project is co-financed by ERASMUS+ programme (KA2 - Strategic Partnerships for adult education). ERASMUS+ is the new EU programme for Education, Training, Youth, and Sport (2014-2020). This website has been accomplished during the "DESIGN Disabled Employability Signaling" project implemented with financial support of the European Commission by the Erasmus'.

Administrator page and functions

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 screenshot displays the administrator interface. On the left is a dark sidebar menu with options: Jobs, Regions/Countries, Institutions, and Companies. The 'Companies' menu is expanded, showing 'Register' and 'View/Edit' sub-options. The main content area is split into two panels. The left panel shows details for a company named 'teste', including its user number (30000), address, phone, person in charge (João Augusto), and website (orale.com). It has buttons for 'Delete', 'Edit', and 'Restore Password'. The right panel is the 'Register Companies' form, which contains fields for Name, Address, Phone, Mobile Phone, Structure Type, Person In Charge, General Email (with a '0000' placeholder), Person In Charge Email, Person In Charge Position, Website, Country (a dropdown menu), and Password (with a '*****' placeholder). 'Register' and 'Cancel' buttons are at the bottom of the form. At the bottom of the interface is a footer with Erasmus+ logos and text stating the project is co-financed by the Erasmus+ programme (KA2 - Strategic Partnerships for higher education) and is part of the 'DESIGN Disabled Employability Signaling' project.

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

Menu ☰

Utilizador >

Instituições >

Empresas >

Anúncios >



Institutions' page and functions

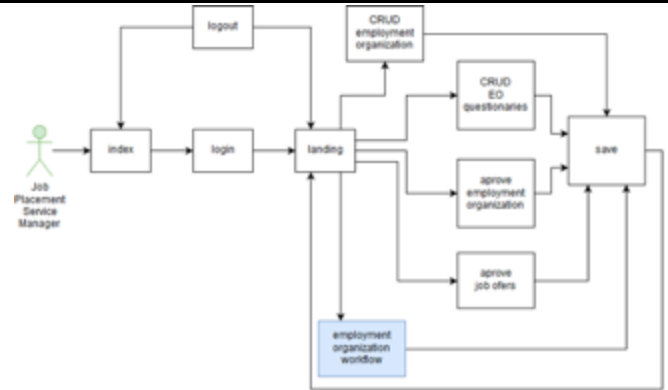


Figura 4.4: Workflow do actor Job Placement Service Manager.

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 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.

Menu

Users

Register

Manage users

User's profile

View advertisements

Register User

Name

Identity Card No

Tax Number

Social Security Number

Birth Date

Gender

Phone

Mobile Phone

Nationalidade

Lives With Anyone

Choose the option

Register

Cancel

Personal Data:

Name: Elizabeth Gone

Birth date: 03/08/1974 Gender: Female Nationality: Irlanda

Identity card no: 123456 Tax number: 211456789

Social security number: 1234567890 Phone: 00447123456789

Mobile phone: 00447123456789 Lives with anyone: Yes

Applicant's profile:

Description:

Skills:

Fast

Write

Count

Spatial orientation:

Constraints:

Communication:

Postures:

General mobility:

Fine motor skills:

Sensory fitness:

Special working hours:

Specific working environment:

Intellectual aptitudes:

Jobs:

12-04-14

Elizabeth Gone

Phone: 0044723456789

Lives with anyone: Yes

Delete

Edit

Personal File

Erasmus+

The DESIGN project is co-financed by the European Union under the Erasmus+ programme (2014-2020)

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.

The screenshot displays the user profile management interface. On the left, a dark sidebar contains a 'Menu' with options: 'Users', 'User's profile' (selected), 'Register Profile', 'Edit Profile', 'Assign Job', and 'View advertisements'. The main content area is divided into two panels. The top panel, titled 'Register offer', shows a form for selecting a user (Elizabeth Gone) and a job (Serralheiro), with various skill sliders (e.g., 'trabalhar a ferro', 'Reading', 'Knowledge of materials', 'Iron', 'Steel', 'Force') and 'Register' and 'Cancel' buttons. The bottom panel, titled 'Edit Profile', shows a form for selecting a user (Elizabeth Gone) and a job (Serralheiro), with various skill sliders (e.g., 'Write', 'Read', 'Spatial orientation', 'Count', 'Communication', 'Postures', 'General mobility', 'Fine motor skills', 'Sensory fitness', 'Special working hours', 'Specific working environment', 'Intellectual aptitudes') and 'Register' and 'Cancel' buttons. The bottom right corner features the Erasmus logo and the text 'The DESIGN project Youth and SpS European Commission held responsible'.

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.

Menu ☰

- Users >
- User's profile >
- View advertisements >
- View

Serrallheiro
Description: Great!
[Show details](#)

AppleeWeek

Applicant: Elizabeth Gane
Applicant's description is

Send application

Send application

Message:

maximum of 250 characters

[Send](#) [Cancel](#)

Company page and functions

Menu ☰

Utilizador >

Instituições >

Empresas >

Anúncios >



Companies' page and functions

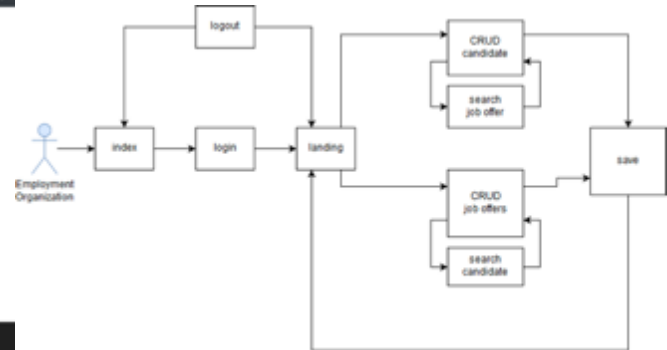
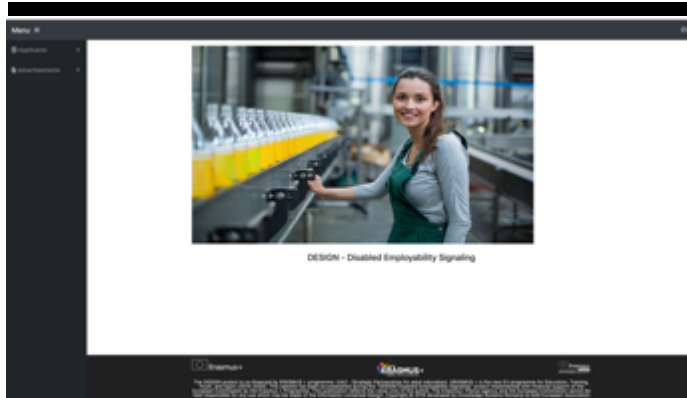


Figura 4.4: Workflow for Employer.

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.

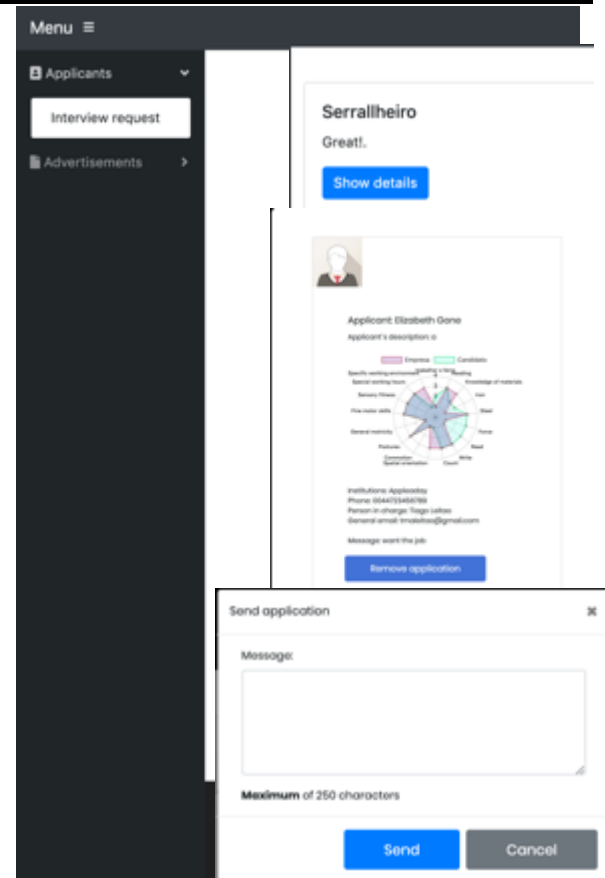
Attention-> When the password reset is done, it is recommended to change it as soon as you log in the first time.

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.

The screenshot shows the 'Register offer' form in a web application. The interface has a dark sidebar with a 'Menu' icon and two main sections: 'Applicants' and 'Advertisements'. The 'Advertisements' section is expanded, showing 'Register' and 'View/Edit' options. The 'Register offer' form is displayed on the right. It includes a 'Select Job' dropdown menu with 'Sernãozinho' selected. Below the dropdown is a 'Choose the option' button. The form also has a 'Region' dropdown menu with 'Terra' selected. The 'Description' field is a large text area. Below the description field are several horizontal sliders for rating different skills: 'Write', 'Read', 'Spatial orientation', 'Count', 'Communication', 'Postures', 'General mobility', 'Fine motor skills', and 'Sensory fitness'. Each slider has a numerical scale from 1 to 5. The sliders are currently set to 1 for 'Write', 'Read', 'Spatial orientation', 'Count', 'Communication', and 'Postures', and to 2 for 'General mobility', 'Fine motor skills', and 'Sensory fitness'.

