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## Talent Acquisition Portal (TAP) Implementation Step by Step Outline for How DVR Will Utilize TAP in Wisconsin Phase II

(August of 2014)

### VR Staff Account Creation

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

### VR Consumer Invitation, Phase II

**Effective Date:** Effective immediately.

- 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
- 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

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

- [http://dwd.wisconsin.gov/dvr/service\\_providers/tech\\_specs/job\\_development.pdf](http://dwd.wisconsin.gov/dvr/service_providers/tech_specs/job_development.pdf)