

# **Human Resources Office Strategic Programs Office**

## **Strategic Recruitment to Ensure Workforce Diversity**

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# Strategic Recruitment Programs

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# Student Internships

# Student Worksite Experience Program Overview

**The Student Worksite Experience Program (SWEP) is the student volunteer program at CDC.**

## **Benefits:**

- **Exposes students to public health and provides real work experience**
- **Students may be able to earn academic credit at the school's discretion**
- **Students volunteer for a maximum of 180 days per calendar year; Students earning academic credit may be approved to participate up to one year**
- **No limit on position type (administrative, program support or research-related)**
- **Not limited to the Atlanta area**

## **Eligibility:**

- **Participants must be current students in high school, college, graduate, or post-graduate school**
- **Must attend an accredited school in the US**
- **Must receive written permission from their school**
- **Students do not have to be US citizens, but must be in the US legally**

# Federal Work-study Program Overview

**The Federal Work-study Program is a part of the US Department of Education Federal Student Aid Program.**

## **Benefits:**

- **Students are compensated for their work**
- **Exposes students to public health and provides real work experience**
- **No limit on position type (administrative, program support or research-related)**
- **Not limited to the Atlanta area**

## **Eligibility:**

- **Students must attend an accredited college**
- **Students must be awarded Federal Work-study as a part of their financial aid award through their school's financial aid office**
- **College must have a current Federal Work-study agreement with CDC**
- **Non-Citizens may be eligible depending on their institution's policies**

# Rollins Earn and Learn Program Overview

**The Rollins Earn and Learn (REAL) Program is similar to work-study, but for Emory University's Rollins School of Public Health only.**

## **Benefits:**

- **Students are compensated for their work**
- **Exposes students to public health and provides real work experience**
- **No limit on position type (administrative, program support or research-related)**

## **Eligibility:**

- **Memorandum of Understanding (MOU) between Emory Rollins School of Public Health and CDC must be current**
- **Students must be enrolled in the Emory RSPH**
- **Students must be awarded the REAL award through their financial aid and student services offices**
- **Non-citizens on certain visas are eligible**

# Pathways Program Highlights

**Pathways is a paid internship program for students and recent graduates**

## **Benefits:**

- **Students are compensated for their work**
- **Exposes students to public health and provides real work experience**
- **No limit on position type (administrative, program support or research-related)**
- **Not limited to the Atlanta area**
- **Interns may be converted to a permanent position or, in some limited circumstances, to a term position lasting 1 to 4 years within 120 days of successful completion of the program.**
- **Individual Development Plans (IDPs) are created to track career planning, professional development, and training activities; Formal assignment of a mentor**

## **Eligibility:**

- **Participants must be current students in high school, college, graduate, or post-graduate school**
- **Must be a recent graduate (within two years of graduation)**

# Disability Employment Initiatives

# Federal Employment of Individuals with Disabilities

## Executive Order 13548

## Increasing Federal Employment of Individuals with Disabilities

Was signed on July 26, 2010, by President Barack Obama. It requires federal agencies to increase the hiring of people with disabilities.

# Disability Employment

## What is a Disability?

- A permanent, severe physical, psychiatric, or mental impairment that substantially limits one or more major life activities
- Not always overtly apparent (ex. AIDS, diabetes, lupus or heart disease)
- A person with a disability must have a record of such impairment with a Schedule A letter.

## What is a Schedule A Letter?

It is a letter written by a health professional that states an individual has a disability:

- A licensed medical professional (e.g., a physician or other medical professional certified by a State, the District of Columbia, or a U.S. territory to practice medicine)
- A licensed vocational rehabilitation specialist (i.e., State or private)
- Any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory which issues or provides disability benefits

# Schedule A Hiring Authority

**Schedule A is an excepted service hiring authority available to federal agencies to hire and/or promote persons with disabilities without the competitive hiring process.**

## **What are the requirements?**

- **Individuals must meet the requirements of the job and be able to perform the essential duties with or without reasonable accommodations**
- **Proof of disability is required in the form of Schedule A letter**
- **Current federal employees with disabilities may use the SF-256 to voluntarily identify their particular disability—either for data collection purposes or to establish eligibility for Schedule A hiring**

# Targeted/Severe Disabilities

- Hearing (total deafness in both ears; with or without understandable speech)
- Vision (blind—inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)
- Missing extremities
- Partial or complete paralysis
- Epilepsy
- Severe intellectual disabilities
- Psychiatric disabilities
- Dwarfism

# Persons with Disabilities Career Development Internship

Persons with Disabilities (PWD) Career Development Internship is a non-paid program.

## Benefits:

- Provide work experience that will help participants gain permanent employment
- Participants receive stipends through partner organizations
- Encourage managers to hire more people identified as having a disability
- Expose participants to public health and provide real work experience
- No limit on position type (administrative, program support or research-related)

## Eligibility:

- Must be Schedule A certified
- Participants must be referred by the Georgia Department of Vocational Rehabilitation
- Participants must be referred by the partner organization

# Workforce Recruitment Program

The Workforce Recruitment Program (WRP) is:

- Database of undergraduate students, graduate students, and recent graduates' resumes
- It is managed by the Department of Labor and Department of Defense
- Candidates pre-screened by WRP recruiters from federal agencies during January and February of each year
- Candidates can be hired to fill summer, permanent and temporary vacancies

# Veterans Employment Initiatives

# Veterans Employment

## **Executive Order 13518**

## **Increasing Employment of Veterans in the Federal Government**

**Was signed on November 9, 2009, by President Barack Obama. It requires federal agencies to increase the hiring of veterans.**

# Veterans Employment Opportunity Act (VEOA)

- Law allows veterans and preference eligibles to be appointed to positions announced under the Merit Promotion Plan, when vacancies are open to applicants outside of HHS
- Applicants must be veterans or preference eligibles who have been separated from the armed forces under honorable conditions after completing at least 3 years of continuous active service
- Can be appointed at any grade level in which they qualify
- Career conditional appointments

# Veterans Recruitment Act (VRA)

Two year excepted service appointment up to the GS-11.

## Eligibility:

- Disabled veterans
- Veterans who served on active duty during a war declared by Congress, or a campaign, or expedition for which a campaign badge has been authorized.
- Recently Separated Veterans

## 30% Disabled Veterans

**A career development program for Veterans with Disabilities (DAV):**

- **May be appointed at any grade level from GS-1 through 15**
- **Veterans must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30 percent or more**
- **Initial appointments may be a temporary limited appointment in the competitive service lasting more than 60 days and up to a year**
- **A term appointment not to exceed 4 years**
- **30 % DAVs are eligible to be converted to permanent employment at any time when the appointment is for more than 60 days**

# Paid and Non-Paid Work Experience for Veterans

## Department of the Veterans Affairs Program:

- Teaches veterans new skills and knowledge through on-the-job training to enhance chances of permanent employment
- Managers provide a good faith estimate that the government employer will be able to hire the veteran in the near future

## Benefits:

- Exposes veterans to public health and provides real work experience
- Veterans work between 3-6 months
- No limit on position type (administrative, program support or research-related)

# Career Fairs

# Strategic Recruitment Tracking System

The Strategic Recruitment Tracking System (SRTS) serves as a repository of resumes collected from individuals at CDC's recruitment and outreach efforts who are students and those who have non-competitive hiring eligibility:

- Students
- VRA
- 30% DAV
- Schedule A
- Direct Hires
- Title 42
- Peace Corps

# Find and Apply Workshops

The Strategic Recruitment Team attends numerous career fairs throughout the year upon invitation.

- “Find and Apply” workshops are held for educational institutions that have a high concentration of Hispanic students:
  - California
  - Florida
  - Arizona

# Additional Information or Questions

Human Resources Customer Service Helpdesk

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