Human Resources Office
Strategic Programs Office

Strategic Recruitment
to Ensure Workforce Diversity

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Strategic Recruitment Programs

- **Student Internships**
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  - Federal Work-study Program/Emory Rollins Earn and Learn
  - Pathways Program

- **Disability Employment Initiatives**
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  - Persons with Disabilities Career Development Internship
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- **Veterans Employment Initiatives**
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  - Paid and Non-Paid Employment Work Experience for Veterans

- **Career Fairs**
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  - Find and Apply Workshops
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
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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