



# PERFORMING EFFECTIVE EMPLOYMENT OUTREACH

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Pacific Region



## HOUSEKEEPING ITEMS

- Group sessions - - please e-mail the total # of participants in the room to [Brian\\_Lawler@fws.gov](mailto:Brian_Lawler@fws.gov).
- To close a panel, click the panel tab. Click it again to open the panel.
- Click on the hyperlink in the Chat panel for a copy of the handouts.
- Participants' phone lines will be in silent mode during the presentation portion.
- This presentation is closed captioned.

\*\*\* Today's presentation is being recorded \*\*\*





## AGENDA

- Talk about the reasons we perform targeted outreach, the recruitment staff, and
- Talk about recruitment for the vacancies that will be in the near future
  - Schedule “A” (individuals with disabilities)
  - Veterans (VRA & 30% SCD)
  - Students (Pathways & DFP)
- Talk about how to reach further into underrepresented communities





# LEARNING OBJECTIVES

- By the end of this course, you will be able to understand:
  - Legal issues that affect recruitment and selection
  - Methods used to recruit and select employees
  - The Division of Diversity & Civil Right's role in the recruitment process
  - Roles of the hiring manager and peers in the recruitment and selection of team members





WHO AM I?

The Region *One* Workforce Recruiter

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# WHO ARE THE REGIONAL WORKFORCE RECRUITERS?



- In FY-2011, each Region and Headquarters was allocated funding for one full time Workforce Recruiter
- The Recruiter cadre works together to promote the Service as the “Employer of Choice”
- Augment outreach to fill vacancies throughout the Service
- Provide training to hiring managers on special hiring authorities, targeted recruitment, lawful interviewing, creative recruitment techniques, and barrier-free work environments



# HIRING THE RIGHT PERSON: RECRUITMENT



## Recruitment

*“The process of attracting individuals in sufficient numbers with the right skills and at appropriate times to apply for open positions within the organization.”*

- Diane Arthur, noted Human Resource author, lecturer, and consultant





## EFFECTIVE EMPLOYMENT OUTREACH

There are Executive Orders regarding increasing employment for persons with disabilities, Veterans, minorities and Minority Serving Institutes

- EO 13548 – Increasing Federal Employment of Individuals with Disabilities
- EO 13518 – Veterans Employment Initiative
- EO 13270 – Tribal Colleges & Universities
- EO 13532 – Promoting Excellence, Innovation, and Sustainability at Historically Black Colleges and Universities
- EO 13230 – Educational Excellence for Hispanic Americans
- EO 13515 – Increasing Participation of Asian American and Pacific Islanders in Federal Programs



# THE DIVISION OF DIVERSITY & CIVIL RIGHTS ROLE IN THE RECRUITMENT PROCESS



- Each Region has a full-time Workforce Recruiter trained to assist in filling vacancies
- The goal of the diversity program is to increase the outreach so the applicant pool is reflective of the American public that we serve
- Training on special hiring authorities
- Outreach to non-traditional recruitment sources
- Assist with reasonable accommodations



# KEY POINTS OF THE MERIT SYSTEM PRINCIPLES



*Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection should be determined solely on the basis of relative Knowledge, Skills & Ability after fair and open competition which assures that all receive equal opportunity*





# UNDERSTANDING WORKPLACE DIVERSITY

*Diversity reflects all the factors that identify us - the term goes far beyond our ethnicity or sex, and includes the multitude of ways in which we are unique, and at the same time, similar:*

- *Age*
- *Communication style*
- *Education*
- *Family Status*
- *Gender*
- *Health*
- *Language*
- *Work Styles*
- *Marital Status*
- *Mental Abilities*
- *Physical Abilities*
- *Religious Beliefs*
- *Sexual Orientation*
- *Skills*
- *Socioeconomic Status*



# WORKING TO FILL VACANCIES IN THE NEAR FUTURE?

This next section will talk about strategies for performing outreach...



# ORGANIZATIONS THAT SUPPORT THE COMMUNITIES OF PERSONS WITH DISABILITIES



- Veterans Administration
  - Paralyzed Veterans of America
  - Vocational Rehabilitation and Employment Services
- State Vocational Rehabilitation Counselors
- State Commissions for the Blind
- Office of Personnel Management
  - Special Placement Program Coordinators
  - Bender Consulting, Inc.
- Colleges & Universities
  - Workforce Recruitment Program (WRP)
  - Disability Program Offices
- Additional information regarding Schedule “A”  
<http://www.fws.gov/pacific/aba/dcr/training.html>





# RESOURCES FOR HIRING VETERANS

- Military Transition Offices
  - Army – Army Alumni and Career Programs  
<http://www.acap.army.mil/>
  - Navy – Fleet & Family Service  
[http://www.cnic.navy.mil/CNIC\\_HQ\\_Site/WhatWeDo/FleetAndFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/](http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetAndFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/)
  - Marine Corps – Career Resource Management Center/Transition & Employment Assistance Program Center  
<http://www.usmc-mccs.org/tamp/index.cfm>
  - Air Force – Airman and Family Readiness Center  
<http://www.militaryinstallations.dod.mil>





## PATHWAYS PROGRAM

- The Federal Government has converted the SCEP, STEP, FCIP & PMF programs into the new Pathways Program
- One of the biggest changes is advertisement of all vacancies on [www.usajobs.gov](http://www.usajobs.gov)
- Questions regarding the Pathways Program can be answered by the Human Resource Office



# DIRECTORATE RESOURCE ASSISTANT FELLOWSHIP PROGRAM (DFP)



- 2014 was the pilot year
- Currently only “rising seniors” or graduate-level students may qualify
- Allows for targeted recruitment
- 2 year window for non-competitive appointment



# CONSERVATION CAREER SYMPOSIUMS (CCS's)



- Target audience are undergraduate/graduate students studying degrees related to our mission-critical occupations
- Focus is on diverse students: Veterans, students with disabilities, and students of color
- Intensive workshops on resume writing, usajobs.gov, networking, and mock interviews
- Typically involves a site visit to a Service facility
- Always looking for Service employees to serve as coaches and mentors!





## LONG-TERM STRATEGIES

- Connect youth to nature
- Take advantage of existing programs
- Specific program information available





## PROGRAMS

- Schoolyard Habitat Program
- Salmon/Lamprey-in-the-Classroom
- Bird by Bird
- Nature Explore Clubs





## PEOPLE

- Soul River/NCO
- Audubon/TALON
- Volunteer groups



# ROLES OF THE HIRING MANAGER IN THE RECRUITMENT PROCESS



- Work with DCR with to perform effective outreach for vacancies
  - We've had great success using national networks to reach targeted pools of applicants
  - Identify partnerships with colleges & universities, professional associations, or other outside groups, especially for hard-to-fill skill sets
- Make a selection of the best qualified candidate for the position
- Provide feedback to improve the recruitment process





**It's QUESTION TIME !!**

A yellow rounded rectangle with a black border. At the top center is a black question mark with white radiating lines above it. Below the question mark are three white circles, each containing a black stick figure with large eyes. The first figure is looking at a document, the second is pointing at a document, and the third is looking at a document. Below the figures is the text "It's QUESTION TIME !!".

THANK YOU



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**[www.fws.gov/workforwildlife](http://www.fws.gov/workforwildlife)**

