

IMPROVING RECRUITMENT PROCEDURES (TODOS POR UM - ALL FOR ONE)

CERCICA (*Cooperativa de Educação e Reabilitação de Cidadãos Inadaptados de Cascais*), was a partner in the **All for One** DP. It was a non-profit making cooperative that promoted activities designed to contribute to the rehabilitation and the social and vocational integration of people with learning difficulties. Its Matching Process comprised the following twelve steps:

- **STEP 1:** Contact with local enterprises working in growth sectors with jobs that could be undertaken by people with learning difficulties;
- **STEP 2:** The preparation of a description of these jobs;
- **STEP 3:** Ensuring that the enterprise was willing and able to accept people from the target group for a work experience and training placement;
- **STEP 4:** Identifying people with the potential to develop their skills and abilities;
- **STEP 5:** Visiting the enterprise with the would-be “trainees” when the manager explained the requirements and conditions of the placements;
- **STEP 6:** Helping the would-be trainees to evaluate the placements and identifying those that seem to be motivated to take advantage of the opportunity;
- **STEP 7:** Contacting the families of those trainees that were selected to explain all of the details of the placement and to seek their support;
- **STEP 8:** Drafting and signing a Placement Agreement with the enterprise that defined all of the procedures and responsibilities;
- **STEP 9:** Carrying out an evaluation of the placement after the first two month with the trainee and the line manager in the enterprise. This determined whether or not the placement would continue;
- **STEP 10:** *If the placement continued*, the individual monitoring continued and this involved visits to the workplace when necessary or when agreed with the employer. The person responsible for the monitoring ensured the on-going coordination and cooperation between the team in the training centre, the enterprise and the family. He or she also proposed strategies that, whilst recognising the problems encountered, indicated how the productivity of the trainee might be improved. *If the placement did not continue* go on to STEP 12;
- **STEP 11:** The trainee was employed by the enterprise and the monitoring continued;
- **STEP 12:** Together with those young people who were not hired or whose placements were terminated after the first two months, their situation was reassessed. An attempt was made to create a new development plan that might lead to either:
 - Another placement in the same, or in a different enterprise;
 - A change in the field of work and a search for a related placement or requesting another programme in the training centre that would reinforce both the vocational and psycho-social skills required.

The DP also created a Guide for the Integration of Disadvantaged Groups and developed a site www.todosporum.net that contained a database with both job vacancies and the profiles and CVs of job seekers. The project felt that the best evidence of its success was when “one enterprise that we have never contacted gets in touch with us to discuss the possibility of recruiting a person with a disability because it has heard good reports from another enterprise that has collaborated with our DP!”

Contact

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ECDB Number: [PT-2001-191](#)