

LER Use Case: #4a Version: 1.0 Updated 7/2/2020

Apply for an Employment Opportunity with Minimum Technological Sophistication

This use case is an example of a minimally technical hiring process beginning with a jobseeker who has an existing digital wallet of LERs and has selected a position to which to apply. This is not the ideal future state of LER use, but a minimum viable state in terms of technical, legal, data sharing, privacy, and other capabilities. This example uses an employer who has a recruitment/application system which is NOT able to ingest the applicant's LERs, requires a background check, requires a pre-hire assessment, and follows a specific sequence of hiring procedures involving selective disclosure.

Definitions and context for this use case reside in the [LER Use Case Primer](#).

1. Goal of the Primary Actor

Flora recently completed both military service and a postsecondary program and received her education certificate and industry certification and would like to use her learner and military records to apply for a job opening.

2. Actors - These are a subset of actors which are applicable to this use case

Humans (Primary Actor: Person, with Persona: Flora)

- a. Persons seeking job and learning opportunities or their custodian
- b. Employers or recruiters for employers

Systems

- c. Assessment system(s)
- d. Background check system(s)
- e. LER issuing system(s)
- f. LER verification system(s)
- g. LER wallet(s)
- h. Recruitment/Application system(s)

3. Preconditions for this use case:

- a. Flora found a job posting that she wants to apply to.
- a. Flora has one or more LERs in her digital wallet holding structured or unstructured content.
- a. The employer uses a recruitment/application system which is NOT able to understand the semantic meaning of the content and format of LERs if the LER content is structured. OR employer does not use a recruitment/application system.
- b. The employer requires a background check of their applicants.
- c. The employer requires a pre-hire assessment of their applicants.

4. Flow of Events

- a. Flora views an application form and submits all applicable LERs (as discrete/independent records) for completing an application, which may include basic personal identification and contact information, competencies, work history, education, credentials, citizenship/employment authorization, military records, residency, and security clearances to the recruitment/application system.
- b. Flora submits a cover letter, resume, and all other required/desired materials that could not be provided by LER or digital wallet.
- c. The employer's recruitment/application system receives the information by upload, email, or other transfer and the employer manually creates a candidate record for Flora based on the LERs and other information submitted.
- d. The employer is able to trust any verified credentials present in Flora's LERs without reaching out to the credential issuer or a third party for verification of the credential or its contents. The verification is already present inside the verified credential.
- e. The employer's recruitment/application system uses a recommendation engine/matching algorithm to compare Flora's information to hiring requirements and determines the degree of fit with the job requirements or employer makes this comparison manually.
- f. The recruitment/application system recommends Flora for further screening if appropriate, or the employer conducts a manual selection process.
- g. The employer uses the data from the recruitment/application system to select Flora for further screening or rejection, or the employer makes this decision manually.
- h. Flora takes a pre-hire assessment using the employer's chosen assessment system.
- i. The employer's recruitment/application system captures the assessment results in the candidate record or employer documents it manually.
- j. The employer executes a background check on Flora using a background check system on information in the candidate record that are not already verified.
- k. The employer's recruitment/application system captures the background check results in the candidate record or employer documents it manually.
- l. The employer uses updated candidate records to make selections for face-to-face interviews.
- m. The employer conducts interviews and hires or rejects Flora.

5. Post-Conditions/Success Criteria

- a. Flora submits employment application to the recruitment/application system using LERs from her digital wallet supplying requested information. Flora saves time by not having to type these materials out or retrieving/requesting copies and sending them to the employer.
- b. The employer's recruitment/application system successfully receives the information that Flora sent with manual entry or reformatting of LER information or employer successfully documents received LER information.
- c. The recruitment/application system or manual process accurately compares hiring requirements to Flora's record and makes a more accurate hiring recommendation based on more complete information.
- d. The employer improves time-to-hire from receipt of application to hiring decision.
- e. The employer reduces cost-to-hire based on application processing costs.
- f. The recruitment/application system or manual process makes recommendations that are predictive of future employee performance based on submitted LER information.
- g. The recruitment/application system improves future employee retention.