



Department of  
**Labor & Workforce  
Development**

# Initial Activities, Resume, Virtual Recruiter (TAA)

# Trade Adjustment Assistance

- Verify that the participant is a Trade Adversely Affected Worker covered under a certified petition by one of the following options:
  - An employee layoff list
  - A letter from the employee
  - A determination letter
  - Separation Notice from Trade certified company

# Trade Adjustment Assistance

- Complete Wagner-Peyser Application
- Create the following Activities:
  - 102 Initial Assessment
  - 107 Labor Market Research
  - 110 Rapid Response
  - 125 Job Search/ Placement Assist
  - 134 Referred to WIOA Title 1
  - 205 IEP

# Trade Adjustment Assistance

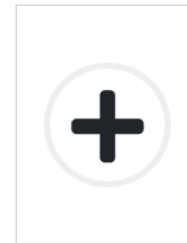
- Resume in VOS or Uploading Resume in VOS

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

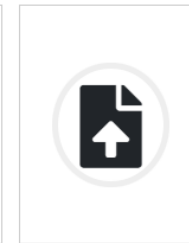
- ⊕ [My Individual Profiles](#)
- ⊖ [My Individual Plans](#)
  - ⊖ [Employment Plan Profile](#)
    - [Résumés](#)
    - [Job Applications](#)
    - [Online Application](#)
    - [Virtual Recruiter](#)
    - [Employment Strategy](#)
    - [Employment Goals](#)
  - ⊕ [Training Plan Profile](#)
  - ⊕ [Benefits Plan Profile](#)
  - ⊕ [Financial Plan Profile](#)
- ⊖ [Staff Profiles](#)
  - ⊖ [General Profile](#)
    - [Summary](#)
    - [Case Notes](#)
    - [Activities](#)
    - [Documents \(Staff\)](#)
    - [Identity Issues](#)
  - ⊕ [Re-Employment](#)
  - ⊕ [Claims Profile](#)
  - ⊕ [Investigation Proc](#)
  - ⊕ [Appeals Profile](#)
  - ⊕ [Case Management](#)
  - ⊕ [Report Profile](#)

View active résumés ▾

0 of 4



Create new Résumé



Upload Résumé

# Trade Adjustment Assistance

- Complete Virtual Recruiter in VOS

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- [-] [-] [My Individual Profiles](#)
- [-] [-] [My Individual Plans](#)
  - [-] [-] [Employment Plan Profile](#)
    - [Résumés](#)
    - [Job Applications](#)
    - [Online Application](#)
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View All Current ▾

Click each Virtual Recruiter® card for a pop-up menu of actions to perform.

Create New Job Alert

# Trade Adjustment Assistance

- Schedule a follow-up appointment with them if possible
- Check in to see if they still need services or have gained employment.
- Case note all contacts with Trade AAW

# Finish



Questions