



## **Specialisterne Recruitment Guide**

### **Neurodiversity Program Pilot for Enterprise Solutions**

**Bloomberg – New York, NY**

**February – March 2018**

## Executive Summary

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Bloomberg is a fast paced organization that strives to hire and retain top talent in the industry to allow for growth, success, and innovation. In order to execute effective recruiting efforts, which represent Bloomberg in a positive light, we are looking to establish a standard practice, which upholds the integrity of the Bloomberg brand.

Bloomberg, the global business and financial information and news leader, gives influential decision makers a critical edge by connecting them to a dynamic network of information, people and ideas. Our strength – quickly and accurately delivering data, news and analytics through innovative technology – is at the core of everything we do. With nearly 19,000 employees in over 192 locations, we deliver business and financial information, news and insight around the world.

Bloomberg's talent needs span a variety of industries, geographies and roles - financial, government, legal, news, media, and technology, just to name a few.

## Highlights

- Prestigious, industry leading employer
- Globally recognized experts in autism employment
- Targeted employment opportunities for autistic individuals
- Non-traditional recruitment process
- Up to 5 roles
- Two three and one half-hour Informational Workshop
- 4-week Assessment program at the company site
- Leadership awareness provided to improve inclusion approaches
- Job offers for qualified candidates

## Objective

Expand the labor pool to include talented autistic individuals. Screen, assess, and evaluate individuals based on specific job descriptions in an integrated, corporate setting.

## Mission Statement

To educate stakeholders in talent and career development for autistic people through innovation, collaboration and knowledge sharing.

## Timing

Specialisterne is currently sourcing individuals to participate in either one of the two Specialisterne Informational Workshops scheduled for February 6 & 7, 2018. Those individuals with the interest, aptitude, and skills for a high probability of success will

be invited to participate in the 4-week program. This 4-week program is expected to start in February 2018. It will be 4-week, full time (5 days a week with 6 - 8 hour days). Job offers will be extended to the most qualified candidates for employment shortly after the 4-week program is completed.

## **INFORMATION, DATES, TIMES AND LOCATIONS**

- If you are interested in this opportunity with Specialisterne at Bloomberg email as soon possible [contact.usa@specialisterne.com](mailto:contact.usa@specialisterne.com). Seats are filling!
- Informational Workshops – either February 6 or 7
  - Both workshops will run 8:30 AM to 12 Noon, lunch will be provided
  - It will be conducted at Bloomberg’s 120 Park Ave. New York building
  - More details about the workshop will follow if you are scheduled to attend a workshop
- Assessment Program schedule – February 12 – March 9

## **Organization**

Specialisterne (which translates from Danish as “The Specialists”) is an innovative social enterprise originally founded in Denmark in 2004. Specialisterne is internationally recognized as the first and foremost example of how high functioning autistic individuals can become effectively included in society, and provide valuable, high quality services to their employers.

Specialisterne USA is working to enable 100,000 jobs for autistic people in the US.

## **Skills Evaluation, Assessment, and Selection Process**

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Applicants for this pilot program will be evaluated, assessed and selected according to the standard Specialisterne methodology. The Informational Workshops will be conducted so applicants can be introduced to Specialisterne’s Assessment process as well as Bloomberg and the positions that are available.

Those demonstrating appropriate interest and aptitude at the workshops will be invited to participate in a 4-week skills evaluation and assessment program in New York. The available slots are limited.

A committee of Specialisterne and Bloomberg employees will make the selection of the candidates for the 4-week program. Those not selected for this program may elect to continue working with Specialisterne and the community partner in identifying alternative programs and employment opportunities.

During this phase of the program, individuals will be introduced to concepts such as SCRUM Agile Methodology, Microsoft Excel functions such as macros, business acumen and presentation skills. Some of the positions require experience with SQL, Postgress, Python, Ruby on Rails, Javascript or C++.

**\*\*Participation in the skills evaluation and assessment program DOES NOT guarantee employment.**

## **Employment Outcomes**

There is an initial internship component followed by an offer of full-time employment with benefits if all success criteria are met

## **Location**

The assessment program, as well as the open positions, are New York based.

## **Application Process**

The application process for the Specialisterne Informational Workshops and for the Skills Evaluation and Assessment Program is managed by Specialisterne USA.

In order to help facilitate the process, we recommend that you have available before the start of the program:

- An updated resume
- Documentation of an official autism diagnosis
- An open case with your local vocational rehabilitation agency
- Candidates are also asked to share their information by completing the survey with Specialisterne at:  
<https://www.surveymonkey.com/r/SPUSA733>
  - If you filled out the survey more than a year ago please fill it out again and indicate in the question regarding referral details that '*THIS IS AN UPDATE*'

If you have any questions, please email: [contact.usa@specialisterne.com](mailto:contact.usa@specialisterne.com)

### **PLEASE REMEMBER:**

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## **Job Descriptions**

### **Bloomberg for Education Ruby on Rails / JavaScript developer**

In today's open-source, fast-changing digital marketplace, it's real-world experience that will best prepare students of business and finance for the world that waits. Cloistered and theoretical learning won't confer an advantage when they compete in the job market — early immersion into the markets through the Bloomberg Terminal will. Bloomberg for Education (<https://bloomberg.com/education>) products provide the platform through which students can be introduced to and will become familiar with the Bloomberg Terminal.

Bloomberg for Education is seeking an experienced Ruby on Rails / JavaScript developer to help take its web and Bloomberg Terminal products to the next level as we evolve to best serve the needs of our customers.

We'll trust you to:

- Hit the ground running as a key contributor to the development of features on our web site.
- Provide technical guidance to the Product Team as we work with them to develop new features and enhancements for our web and Bloomberg Terminal applications.
- Work with vendors and internal API providers to ensure that our products integrate properly with their platforms.
- Be a champion of code quality and software development best practices.
- Regularly participate in reviews of colleagues' code as well as your own.

You'll need to have:

- 3 or more years of experience as contributor on an Agile / Scrum team, fixing bugs and developing features for a customer-facing web site with a client base of 100k users or more.
- 3 or more years of experience with Ruby on Rails and jQuery.
- 5 or more years of experience with CSS/SASS, and HTML.
- 3 or more years of experience with relational databases and writing complex SQL queries, preferably with MySQL.
- 3 or more years of experience writing well-tested, production-ready code.
- Experience writing code against a background job / batch processing management system.

We'd love to see:

- A willingness to learn to fix bugs and develop features for our Bloomberg Terminal functions, using JavaScript / SOA / XML / SOAP.
- Experience managing a web site, which takes credit card payments, including a shopping cart.
- Experience developing backend services in Python.
- Experience with a JavaScript frontend framework such as React.

## **Enterprise Data Business Process and Workflow Analyst**

Enterprise Data is seeking a business process and workflow consultant to improve existing workflow focusing on critical business processes that drive efforts in maximizing revenue for a fast-growing, global SaaS business. In this role, you will be responsible for research, documenting and analyzing workflows in the following areas:

- CRM system
- Sales performance management system
- Campaign/Lead management system
- Learning management system
- RFI/RFP workflow
- QlikSense, Tableau & SQL Code Review
- Best practices for internal systems

You'll need to be

- Proficiency in Excel, PowerPoint & Visio
- Development experience in data analytics software, specifically in Tableau & Qlik tools
- Understanding of SQL
- Familiarity with data sales cycle & workflows
- Familiarity with data management buyer's process

## **Enterprise Content Management Analyst**

Bloomberg content enables banks, asset managers, insurers, and other financial organizations to use data to create efficiencies and increase the effectiveness of their workflows across their entire organizations.

The team is responsible for identifying, creating and designing Reference Data, Regulatory, Accounting, Tax and Liquidity related solutions using Bloomberg's proprietary analytics and industry-leading database.

This is an exciting opportunity for an individual with an understanding of data and analytics needed within Capital Markets.

We'll trust you to:

- Assist in the research potential new product offerings with a focus on creating actionable items for development, including conducting target market analysis using data
- Assist in the preparation of documentation of methodologies and training of internal staff;
- Analyze client usage patterns and recommend solutions to management
- Assist in running and maintaining Quality Control checks

Qualifications:

- Bachelor's degree
- Highly detail-oriented with solid analytic skills
- Proficiency in Python / SQL / VBA / Excel is a strong plus
- Highly motivated with sound communication skills

## **Liquidity Quantitative Analyst**

Bloomberg Regulatory & Liquidity content enables banks, asset managers, insurers, and other financial organizations to navigate the increasingly complex liquidity, regulatory, and accounting disclosure environment.

In this role you will use your quantitative skills and knowledge of statistical models to contribute to the validation of an innovative regulatory liquidity assessment tool, Bloomberg's Liquidity Assessment (LQA). Bloomberg LQA tool helps firms measure liquidity in a consistent, repeatable way. With access to accurate and unbiased calculations for liquid and illiquid fixed income assets, firms gain the ability to develop more reliable measures of liquidation costs, which are used widely in regulatory reporting, risk assessment and pre- and post-trade analysis.

We'll trust you to:

- Conduct statistical analysis
- Generate statistical summaries
- Back test liquidity assessments
- Check the stability of liquidity assessment across multiple asset classes
- Identify model weakness
- Detect outliers and propose potential enhancements

You'll need to have:

- Advanced degree in quantitative discipline (statistics, computer science, engineering, etc.)
- 2 or more years of quantitative analysis, statistical modeling experience and data mining.
- Solid understanding of statistics
- Track record of gathering, matching, and pre-processing large data sets from varied sources and of different characteristics.
- Professional experience in statistical software, like Matlab, VBA, R, or SAS.

## **Technical Writer/Marketing/Go to Market Content Writer**

Contribute to young Enterprise web-based product infused with the iconic energy and drive of Bloomberg. The Bloomberg KYC technology provides Bloomberg clients with an online platform for the secure exchange of data and documents related to regulatory compliance. Entity Exchange, Entity Intelligence and Entity Data Services use data science with a slick web-based user interface to meet the challenges of doing business faster and more securely, reducing risk and increasing revenue—we show clients how our products help them efficiently and securely meet their regulatory compliance needs around Know Your Customer (KYC) and Anti-Money Laundering (AML) regulation while increasing speed to trade and a superior experience for their clients to drive loyalty.

This role integrates the acumen for writing precise instructions with the creativity and financial knowledge necessary to write tangible, benefit-focused materials. Our writers have the flexibility to switch on a dime from working on complex documents to generating quick, need-to-know content that our clients can absorb without missing a beat.

### **What's the role?**

The technical writer will create client-facing user documentation along with prospect marketing material for the Bloomberg Entity Exchange, Entity Intelligence and Entity Data Services. You will work in a fast-paced environment, interacting with product managers, marketing, content, corporate communications and sales professionals at all levels of the company, and driving the scope and direction of UX design and go to market strategies. Sitting within Enterprise, we have a keen focus on discoverability of our product and collaborating towards client-focused solutions.

We'll trust you to:

- Research, write, and produce a high volume of client-facing documentation for a dynamic product.
- Build engaging benefit-focused material with excellent attention to detail and strong content organization.
- Generate creative ideas while working both independently and collaboratively as part of a team.

What's in it for you:

The Bloomberg culture is characterized by transparency, innovation, quality, and speed. A flat structure offers meaningful access to senior management, and fuels interaction and collaboration across the entire organization. Our global

headquarters in New York City reflects this decidedly un-corporate culture with a stylish, open, and dynamic workspace.

You need to have:

- 1 or more years of technical writing experience or related discipline.
- Strong writing skills appropriate for an end-user client audience.
- Confirmed experience taking a creative approach to engaging, benefit-based content.
- The ability to analyze and transform custom financial tools and analytics into accurate, user-friendly documentation.
- Tested project management skills, including strength in managing and organizing multiple projects with variable timelines.
- The ability to quickly learn and use new software applications.

We'd love to see:

- Experience in a recent role, which required a working understanding of financial markets.
- Editing experience.
- Demonstrated initiative in innovating and implementing go to market strategies.
- Aptitude for strong visual display of information and producing images as part of effective content design.
- Experience with DITA, HTML, or online authoring tools.