

Playlist 2: Including Individuals with Disabilities in Outreach and Recruitment

The purpose of this playlist is to provide information on ways to include individuals with disabilities in outreach and recruitment initiatives. Likewise, it is important that individuals with disabilities be prepared for the interview process. For both employer and interviewee, knowing how to navigate disclosure of disability is a critical consideration. This information is presented in four parts below.

I. How American Job Centers Can Provide Outreach to Individuals with Disabilities

Documents and Web Pages

- *Promising Practices In Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide*—The purpose of this guide is to assist American Job Centers to engage in promising nondiscrimination practices. The guide can be useful to any organization focused on universal access and equal opportunity for individuals with disabilities in the workforce development system. (See Section 1.2–1.3, pages 9–11 for information on marketing and outreach efforts and benefits of working with business as well as community groups.)
<https://www.dol.gov/oasam/programs/crc/Section188Guide.pdf>

II. Comprehensive Overviews of Employer Recruitment and Hiring Practices

Documents and Web Pages

- *Employer Assistance and Resource Network on Disability Inclusion (EARN)*—This resource provides links to employer guidance on recruitment and hiring with links to supportive resources.
<http://www.askearn.org/topics/recruitment-hiring/>
- *Employer Negotiation Strategies for Job Developers in Customized Employment*—Customized employment means individualizing the employment relationship between employees and employers in ways that meet the needs of both. It is based on an individualized determination of the strengths, needs, and interests of the person with a disability and is also designed to meet the specific needs of the employer.
[http://www.marccgold.com/Publications/White Papers/5Job Development Employer Negotiation Strategies Article.pdf](http://www.marccgold.com/Publications/White%20Papers/5Job%20Development%20Employer%20Negotiation%20Strategies%20Article.pdf)
- *Employment First Information Brief: Perspective of Employers on Customized Employment*—This information brief provides the results of six focus groups conducted to garner the perspective of employers who had hired individuals with disabilities into customized jobs.
<http://www.leadcenter.org/resources/report-brief/employment-first-information-brief-perspective-employers-customized-employment>
- *Strategic Connections: Recruiting Candidates with Disabilities*—This resource provides a quick summary of what businesses can do within their own organizations to recruit individuals with disabilities. In addition, it identifies government resources and agencies whose mission is to work with employers to strengthen their recruitment of individuals with disabilities.
<https://www.dol.gov/odep/pubs/fact/connect.htm>

III. Employer Hiring Practices

Documents and Web Pages

- *Business Strategies That Work: A Framework for Disability Inclusion*—This guide offers three sections on recruitment and hiring:
 - *Hire (and Keep) the Best: Personnel Processes* (page 5)
 - *Build the Pipeline: Outreach and Recruitment* (page 8)
 - *Communicate: External and Internal Communication of Company Policies and Practices* (page 11)
<https://www.dol.gov/odep/pdf/businessstrategiesthatwork.pdf>

IV. Hiring—Interview and Disclosure

Documents and Web Pages

- *Do Ask, Do Tell*—The first section of this employer guide provides information and strategies that can help employers address the barriers many individuals with disabilities face in disclosing their disabilities. The guide specifically outlines ways to encourage applicants and employees to self-identify.
http://www.askearn.org/wp-content/uploads/docs/do_ask_do_tell.pdf
- *Voluntary Self-Identification of Disability Form*—This voluntary self-identification form issued by the Office of Federal Contract Compliance Programs is designed to help federal contractors and subcontractors identify employees with disabilities in order to assess their progress in meeting federal guidelines that target a 7 percent utilization goal of employees with disabilities in their workforce. The form can be used to invite applicants to self-disclose during the hiring process as well as post-offer. This may be particularly helpful to individuals with hidden disabilities.
https://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf

Videos

- *Disability Inclusion Starts With You*—This 50-second video explains why companies doing business with the federal government ask job applicants and employees to voluntarily self-identify if they have a disability and the important role that self-identifying plays in ensuring equal employment opportunity for people with disabilities.
<https://www.dol.gov/ofccp/SelfIdVideo.html>

Websites with Comprehensive Disability Information

ADA National Network—The ADA National Network provides information, guidance, and training on how to implement the Americans with Disabilities Act (ADA). Its services and resources are relevant across all sectors of society such as businesses, employers, state and local governments, architects, disability organizations, and individuals with disabilities whose rights are protected under the ADA.

<https://adata.org/>

Disability and Employment Community of Practice—This is an online learning destination for public workforce system staff and partners, job seekers, community-based organizations, grantees, and the business sector, who provide services and programs to people with disabilities and/or other challenges to employment.

<https://disability.workforcegps.org/>

Disability Employment Initiative (DEI) Grants—Since 2010, DEI grants have been awarded to state workforce agencies to support American Job Centers (AJCs) to improve and enhance career, training, and workforce services for individuals with disabilities. DEI has focused on partnerships and collaboration at the systemic level working across multiple programs and services at the state and local level, along with individual level partnerships through Integrated Resource Team strategies. DEI grants also have focused on Career Pathways as a central tenet of the grant project objective. This website shares extensive technical assistance information and resources on successful strategies for improving AJC and WIOA Title I services for individuals with disabilities.

<https://dei.workforcegps.org/>

Employer Assistance and Resource Network on Disability Inclusion (EARN)—Funded by the U.S. Department of Labor’s Office of Disability Employment Policy, EARN is a comprehensive resource that helps employers tap into the benefits of disability inclusion.

<http://www.askearn.org/>

Innovation and Opportunity Network (ION) Community of Practice—ION is a community of practitioners, program staff, partners, planners, industry leaders, and stakeholders focused on system improvement, capacity building, and excellence in the public workforce system. ION is a national, regional, state, and local alliance that makes available the technical assistance, information sharing, and training needed to implement the vision of WIOA.

<https://ion.workforcegps.org/sitecore/content/sites/WIOA/home>

Job Accommodation Network (JAN)—This is a federally funded resource of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace. JAN’s consultants offer one-on-one guidance on workplace accommodations.

<https://askjan.org/links/about.htm>

LEAD Center—The LEAD Center focuses on promoting innovation in policy, employment, and economic advancement to advance individual and systems level change for all people with disabilities. It provides policy research and recommendations, training, and technical assistance as well as demonstration projects designed to foster wider understanding, adoption, and integration of next-generation employment practices in both the public and private sector.

<http://www.leadcenter.org/>

National Collaborative on Workforce and Disability (NCWD)—NCWD/Youth is a source for information about employment and youth with disabilities. The collaborative’s partners—experts in disability, education, employment, and workforce development—strive to ensure that the site provides the highest quality, most relevant information available.

<http://www.ncwd-youth.info/>

Partnership on Employment and Accessible Technology (PEAT)—PEAT offers online resources as well as networking and collaboration opportunities to engage employers, information technology companies, and organizations interested in expanding the use of accessible technology in the workplace.

<http://www.peatworks.org>

U.S. Department of Labor, Disability Resources—This website provides information on the Department’s offices that support the preparation and hiring of individuals with disabilities. It also links to specific employment-related topics. This site replaces Disability.gov.

<https://www.dol.gov/general/topic/disability>

U.S. Department of Labor, Office of Disability Employment Policy (ODEP)—ODEP offers a comprehensive website that links to its policy and technical assistance resources. The site is searchable by topic.

<https://www.dol.gov/odep/>

Workforce Innovation Technical Assistance Center (WINTAC)—This national center funded by the Department of Education’s Rehabilitation Services Administration (RSA) provides technical assistance to state vocational rehabilitation agencies and related rehabilitation professionals to help them develop the skills and processes needed to meet the requirements of WIOA.

<http://www.wintac.org/>

About the Playlists

This playlist is one of a set of ten. The playlists cover the following topics:

- *Playlist 1: Guidance for WIOA Programs, Service Providers, and Practitioners Working with Individuals with Disabilities*
- *Playlist 2: Including Individuals with Disabilities in Outreach and Recruitment*
- *Playlist 3: Disability Etiquette—Effective Communication with Individuals with Disabilities*
- *Playlist 4: Physical Access for Individuals with Disabilities*
- *Playlist 5: Technology Access for Individuals with Disabilities*
- *Playlist 6: Employer Engagement Strategies to Recruit and Retain Individuals with Disabilities*
- *Playlist 7: Individuals with Disabilities—Partnerships to Support Education, Training, and Employment*
- *Playlist 8: Legislation Relevant to Individuals with Disabilities*
- *Playlist 9: Guidance for Employers and WIOA-Related Service Providers Working with Students with Disabilities*
- *Playlist 10: Guidance for Employers and WIOA-Related Service Providers Working with Veterans with Disabilities*

Who are these playlists for?

These playlists are intended for use by workforce development professionals, employers, rehabilitation services providers, adult educators, and other practitioners. Predominantly federally funded practical resources and tools are included. The complete set of playlists can be found at [https://disability.workforcegps.org/resources/2017/02/15/22/14/The Playlists Disability Resources for WIOA Practitioners](https://disability.workforcegps.org/resources/2017/02/15/22/14/The_Playlists_Disability_Resources_for_WIOA_Practitioners).

Disclaimer

This playlist contains resource materials that are provided for the user's convenience. The inclusion of these resource materials is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered. This playlist may contain hypertext links, contact addresses, and websites to information created and maintained by other public and private organizations, and the contractor does not guarantee the accuracy, relevance, timeliness, or completeness of any outside information. These playlists were developed under contract #ED-VAE-14-O-5014. The opinions expressed in any of these materials do not necessarily reflect the positions or policies of the U.S. Department of Education.