

Playlist 6: Employer Engagement Strategies to Recruit and Retain Individuals with Disabilities

The purpose of this playlist is to provide information to employers relevant to recruiting, hiring, and retaining individuals with disabilities. Most of the selections are comprehensive resources that orient employers to practices that promote inclusive workplaces. This playlist also includes resources to guide employers in examining their policies and practices to ensure compliance with federal anti-discrimination legislation.

I. Comprehensive Resources

Documents and Web Pages

- *Business 30-Second Training Series and Resource Guide*—This resource is designed to educate businesses, hiring managers, and supervisors about proven strategies and easy-to-use resources that can assist in retaining and accommodating existing employees who experience onset of a disability. https://dei.workforcegps.org/resources/2016/05/23/16/25/Business_30-Second_Training_Series_and_Resource_Guide
- *LEAD Center Customized Employment Resources*—The LEAD Center has multiple initiatives to promote customized employment as a universal design approach within the workforce development system to enable youth and adults with disabilities to secure and maintain employment. The LEAD Center provides intensive technical assistance and training to staff at American Job Centers (AJCs) and their partners. <http://www.leadcenter.org/customized-employment>
- *Leading Practices on Disability Inclusion*—This publication highlights successful strategies that can be used by businesses of all sizes to create a more inclusive workplace, marketplace, and supply chain. Real-life examples illustrate the wide range of opportunities available and the potential for replicating success. https://www.uschamber.com/sites/default/files/legacy/reports/Disability_final_v2.pdf
- *Recruiting, Hiring, Retaining, and Promoting People with Disabilities: A Resource Guide for Employers*—This resource guide is the result of federal agency collaboration to provide a resource for employers to guide recruitment, hiring, retention, and promotion of people with disabilities. <http://www.nasuad.org/hcbs/article/recruiting-hiring-retaining-and-promoting-people-disabilities-resource-guide-employers>
- *A Resource Guide to Engaging Employers*—This resource guide aims to help education and training professionals develop and sustain partnerships with employers by presenting a ladder of employer engagement, with each step representing a higher level of engagement. <http://www.jff.org/sites/default/files/publications/materials/A-Resource-Guide-to-Employer-Engagement-011315.pdf>

Websites That Provide Multiple Resources

- *ADA National Network*—The ADA National Network provides information, guidance, and training on how to implement the Americans with Disabilities Act (ADA) in order to support the mission of

the ADA to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.

<http://adata.org/>

Ask ADA Questions

<http://adata.org/technical-assistance>

Federal Agencies and Resources

<http://adata.org/federal-agencies>

Find ADA Training

<http://adata.org/ada-training>

Read ADA Publications & Fact Sheets

<http://adata.org/ada-publications>

- *Employer Assistance and Resource Network (EARN)*—EARN is a free resource that helps employers tap the benefits of disability diversity. EARN educates public- and private-sector organizations on ways to build inclusive workplace cultures.

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

Business Strategies that Work: A Framework for Disability Inclusion

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

Do Ask, Do Tell

http://www.askearn.org/wp-content/uploads/docs/do_ask_do_tell.pdf

EARN's Primer on Disability Inclusion

<http://www.askearn.org/earns-primer-on-disability-inclusion/>

Employer Incentives for Hiring People with Disabilities: Federal Tax Incentives At-A-Glance

http://www.askearn.org/wp-content/uploads/docs/askearn_taxincentives_factsheet.pdf

Opening the Doors of Small Business to Employees with Disabilities: Critical Concerns and Strategies for Success

<http://www.askearn.org/wp-content/uploads/docs/smallbusiness-openingdoors.pdf>

Professional Development and Advancement of Employees with Disabilities

http://www.askearn.org/wp-content/uploads/docs/research_summaries/risingthroughtheranks-acc.pdf

A Review of Community College-Employer Partnerships and Initiatives: Expanding Opportunities for Job Seekers with Disabilities

<http://www.askearn.org/wp-content/uploads/docs/askearn-collegeemployerpartnerships.pdf>

Small Business & Disability Employment: Steps to Success

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

Workplace Mentoring Primer

<http://www.askearn.org/wp-content/uploads/docs/wmp.pdf>

- *Job Accommodation Network (JAN)*—JAN is a resource of free, expert, and confidential guidance on workplace accommodations and disability employment issues.

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

Accommodation Information by Disability: A to Z

<http://askjan.org/media/atoz.htm>

Return-to-Work

<http://askjan.org/topics/return.htm>

Searchable Online Accommodation Resource (SOAR)

<http://askjan.org/soar/>

- *Job-Driven Vocational Rehabilitation Technical Assistance Center (JDVRTAC)*—The purpose of the JDVRTAC is to (a) improve the ability of state VR agencies to work with employers and training providers to ensure that individuals with disabilities have equal access to and greater opportunities to engage in competitive employment or training; (b) increase the number and quality of employment outcomes in competitive integrated employment for VR-eligible individuals with disabilities, including broadening the range of occupations for such individuals in such settings, that result from job-driven strategies; and (c) increase the number of VR-eligible individuals with disabilities in employer-driven job training programs.
<http://ccer.org/projects/job-driven-vocational-rehabilitation-technical-assistance-center-jdvrtac-0>
- *Office of Disability Employment Policy (ODEP)*—ODEP is the only non-regulatory federal agency that promotes policies and coordinates with employers and all levels of government to increase workplace success for people with disabilities. ODEP promotes adoption and implementation of policy strategies and effective practices that ODEP has developed and/or validated. The resources below are a strategic sampling of ODEP resources on this topic.

Building an Inclusive Workforce: A Four-Step Reference Guide to Recruiting, Hiring, and Retaining Employees with Disabilities

<https://www.dol.gov/odep/pubs/20100727.pdf>

Business Strategies That Work: A Framework for Disability Inclusion

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

Focus on Ability: Interviewing Applicants with Disabilities

<https://www.dol.gov/odep/pubs/fact/focus.htm>

Opening Doors to All Candidates: Tips for Ensuring Access for Applicants with Disabilities

<https://www.dol.gov/odep/pubs/fact/opening.htm>

Resources by Topic: Employers

<https://www.dol.gov/odep/topics/employers.htm>

Return-to-Work Toolkit for Employees & Employers

<https://www.dol.gov/odep/return-to-work/>

Small Business Disability Inclusion Fact Sheet

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

Stay-At-Work/Return-To-Work Fact Sheet: Supporting Employees Who Experience Unexpected Illness or Disability

<https://www.dol.gov/odep/pdf/20140917StayAtWork.pdf>

Strategic Connections: Recruiting Candidates with Disabilities

<https://www.dol.gov/odep/pubs/fact/connect.htm>

Workforce Recruitment Program

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

Videos

- *Disability Inclusion Starts with You*—This 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>

II. Employer Resource Groups

Documents and Web Pages

- *Fostering Disability-Inclusive Workplaces Through Employee Resource Groups (ERGs)*—ERGs are groups within businesses designed to address diversity needs and issues. These groups offer employees an opportunity to network, address common issues and concerns, and receive support from those who share similar backgrounds, experiences, or interests.
http://www.askearn.org/wp-content/uploads/docs/askearn_employeeresourcegroup_factsheet.pdf
- *A Toolkit for Establishing and Maintaining Successful Employee Resource Groups (ERGs)*—ERGs are a functional, strategic tool for advancing organizations' diversity initiatives, including the recruitment of diverse talent. This document provides guidance on and examples of ERGs.
http://www.askearn.org/wp-content/uploads/docs/erg_toolkit.pdf

III. Laws Related to the Employment of Individuals with Disabilities

Documents and Web Pages

- *ADA Business Connection*—This web page provides information on ADA regulations relevant to a range of businesses.
<https://www.ada.gov/business.htm>
- *Employers Guide to the Work Opportunity Tax Credit (WOTC)*—This guide assists employers in applying for and obtaining a federal tax credit (WOTC) available to employers who hire individuals from eligible target groups with significant barriers to employment.
https://www.doleta.gov/business/incentives/opptax/pdf/wotc_employer_guide.pdf
- *Hiring People with Disabilities*—This web page encourages employers to take advantage of programs that encourage hiring individuals with disabilities and provides information on the major laws that affect employment.
<https://www.sba.gov/managing-business/running-business/human-resources/hiring-people-disabilities>
- *Regulations Implementing Section 503 of the Rehabilitation Act*—This web page highlights key changes in the regulations of Section 503 of the Rehabilitation Act. Section 503 prohibits federal contractors and subcontractors from discriminating against individuals with disabilities in employment and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals. The page also links to additional information resources.
<https://www.dol.gov/ofccp/regs/compliance/section503.htm>

Websites That Provide Multiple Resources

- *EEOC.GOV*—The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of

discrimination, or participated in an employment discrimination investigation or lawsuit. Most employers with at least 15 employees are covered by EEOC laws. Most labor unions and employment agencies also are covered.

<https://www.eeoc.gov/>

The ADA: Your Responsibilities as an Employer

<https://www.eeoc.gov/facts/ada17.html>

Facts About the Americans with Disabilities Act

<https://www.eeoc.gov/eeoc/publications/fs-ada.cfm>

U.S. Equal Employment Opportunity Commission—Disability Discrimination

<https://www.eeoc.gov/laws/types/disability.cfm>

- *The Office of Disability Employment Policy (ODEP)—The resources below are a strategic sampling of ODEP resources on this topic.*

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

The Earned Income Tax Credit: Capitalizing on Tax Incentives

<https://www.dol.gov/odep/documents/EITC-Incentive.pdf>

eLaws: Disability Nondiscrimination Law Advisor

<https://webapps.dol.gov/elaws/odep.htm>

Employers' Responsibilities

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

Office of Federal Contract Compliance Programs (OFCCP) Compliance Assistance Website

<https://www.dol.gov/ofccp/regs/compliance/ofcccomp.htm>

Prohibited Employment Policies/Practices

<https://www.eeoc.gov/laws/practices/>

Work Opportunity Tax Credit: An Under-Utilized Employer Incentive to Hire People with Disabilities

<https://www.dol.gov/odep/documents/WOTC-Incentive.pdf>

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

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