Best Practices for Recruitment and Hiring Persons with Disabilities
Executive Order 13548, July 26, 2010

- Approximately 54 million Americans are living with a disability.

- Individuals with a disability represent a little over 5 percent of the nearly 2.5 million people in the Federal workforce.

- Persons with targeted (severe) disabilities in the Federal workforce represent less than 1 percent.
Executive Order 13548, July 26, 2010

- Sets forth policy standards which guide Federal agencies in becoming a model employer for persons with disabilities:
  - Federal Agencies to increase their workforce of persons with disabilities by 4% and targeted disabilities by 2%.
  - Develop recruitment and strategy plans.
  - Monitor and track agency progress.
As the Nation’s largest employer, Federal Government agencies are required to be model employers for all individuals with disabilities and targeted disabilities.
## FWS Director’s Goals for FY 2011

<table>
<thead>
<tr>
<th>DISABILITY</th>
<th>TARGETED DISABILITY</th>
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<tbody>
<tr>
<td><strong>Servicewide Goal</strong></td>
<td><strong>Servicewide Goal</strong></td>
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<td>To increase participation rates in the FWS workforce from 7.8% to 8.0% this year.</td>
<td>To increase participation rates from 1.2% to 2% this year.</td>
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<td><strong>Regional Goal</strong></td>
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<td>To hire three persons with targeted (severe) disabilities</td>
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What are targeted/severe disabilities?

- Total deafness in both ears
- Blind
- Missing Extremities/Limbs
- Partial or Complete Paralysis
- Other Impairments
  - Epilepsy
  - Severe intellectual disability
  - Psychiatric disability
  - Dwarfism

*See Standard Form 256 at http://www.opm.gov/forms/pdf_fill/sf256.pdf*
How is “disability” defined?

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

Title I of the Americans with Disabilities Act of 1990
Working Together to Recruit, Hire, and Retain Persons with Disabilities

Managers/Supervisors

Diversity and Civil Rights

Disability Program Manager

Human Resources
Benefits of Using Non-Competitive Hiring Authorities:

- Hire non-competitively
- Posting and publicizing the position is not required
- Hire without going through the certificate process.
Schedule A

Letter certifying disability and job readiness from:
- licensed medical professional, or
- vocational rehabilitative specialist, or
- govt. agency that provides disability benefits

- 2 year probationary period

- OPM’s Hiring People with Disabilities Made Simple
  [https://hrmadesimple.golearnportal.org/hpwd/hpd.htm](https://hrmadesimple.golearnportal.org/hpwd/hpd.htm)
30% or More Disabled Veteran

- VA letter or military discharge papers substantiating the service-connected disability.

- Appoint disabled Veteran who meets the qualifications for the position to a temporary appointment.

- May convert the appointment to career or career-conditional at any time.

- Veterans' preference does not apply and no announcement is required.
Recruitment Sources for Persons with a Disability

- State Rehabilitative Centers
- Dept of Veterans Affairs-Vocational Rehabilitation & Employment Program
- Workforce Recruitment Program (WRP)
- Bender Consulting – OPM Resume Bank
- Others (e.g., Colleges and Universities, EARN, Paralyzed Veterans of America)
State Vocational Rehabilitative Agencies

- Available in each State
- Provides wide variety of training and services to help people with disabilities return to the workforce
- Vocational Rehabilitation Counselors work with agencies to recruit under Schedule A
- Referred applicants can be evaluated with 90-day non-paid internships before determining whether to hire
Veterans Recruitment

- Department of Veterans Affairs-Vocational Rehabilitation & Employment (VR&E) Program
  - Coming Home to Work (CHTW)
  - Non-Paid Work Experience (NPWE)

- Department of Defense
  - Operation Warfighter (OWF)
OPM contracted with Bender Consulting to develop online Resume Bank for agencies to use.

Bender Consulting pre-screens for highly qualified and job ready applicants with disabilities (targeted and non-targeted).

Managers can review resumes and interview at any time.
Hiring Process – Special Hiring Authorities

- Hiring Manager (HM) identifies a position to fill and notifies its Human Resource Specialist (HR) and its Disability Program Manager (DPM)

- HM provides a summary of job position with qualifications

- HM, HR, DPM, and Diversity and Civil Rights Office identify targeted recruitment sources; identify potential candidates with disabilities (targeted); all resumes are reviewed by HR
• HR reviews supporting documentation and determines qualifications
• HM schedules and interviews candidates
• HM makes selection to hire
Myths and Barriers

- Seen and Unseen Disability
- Performance Level
- Difficult to find
- Retention
- Costs/Reasonable Accommodation
Reasonable Accommodations

- An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment.

- A request for a reasonable accommodation can be made for a reason related to a medical condition.

- If medical documentation is requested, it should never be provided to the manager.
Managers are required to provide any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to:

- participate in the job application process,
- to perform the essential functions of a job, or
- to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.
Reasonable Accommodations

- Agency will cover cost for accommodation if immediate office is unable to do so

- Average cost for accommodation is $500

- Some individuals with disabilities do not require an accommodation
Reasonable Accommodation Examples

- Acquiring or modifying equipment or devices,
- Job restructuring
- Part-time or modified work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials or policies
- Providing readers and interpreters, and
- Making the workplace readily accessible.
Departmental Manual Chapter 373 DM 15
http://www.doi.gov/diversity/doirap.htm
Accommodations Resources

- Computer/Electronic Accommodations Program (CAP)
  
  http://cap.tricare.mil/
  
  Provides computer/electronic devices free of charge to Federal applicants/employees

- Job Accommodation Network (JAN)
  
  http://askjan.org/
  
  Free consulting services
Accommodations Resources

OPM’s Federal Employment of People with Disabilities Website
http://www.opm.gov/disability/

OPM’s Veterans Employment Website
http://www.fedshirevets.gov/

DOI’s Accessible Technology Center
http://www.doi.gov/atc/index.html
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