Recruiting Individuals with Disabilities
Guidelines and Best Practices

Institutional Law & Inclusion
As of September 2013, the Office of Federal Contract Compliance Programs (OFCCP) requires employers to recruit, hire, promote and retain individuals with disabilities through affirmative action.

Defining Disability
- Physical impairment
- Mental or psychological disorder

Hiring Benefits
- Increased overall productivity
- Lower than average absenteeism
- Low turnover / High retention
- Positive work ethic
- Dedication to duties & employer

Best Practices
- Connect with campus resources
- Be specific about essential job duties
- Provide reasonable accommodation for interview process
- Be knowledgeable of appropriate and legal questions to ask applicants and candidates
  - Do not ask:
    - Have you ever filed for workers’ compensation?
  - Do ask:
    - Are you able to perform the necessary job functions?
- Assess candidate strictly based on job requirements

Etiquette
- Ask before you help
- Be sensitive about physical contact
- Speak directly to individual
- Identify yourself to individuals who are blind
- Provide full attention

Accommodations
- Make existing workspace accessible
- Review tests, training materials, or policies for legal compliances
- Provide qualified readers or interpreters
- Job restructuring

Resources
Community Organizations
- State of California Department of Rehabilitation
- Southern California Rehabilitation Services
- California Employment Development
- One Stop Career Center

Campus Resources
Marsha Marion
Gladys Brown
Lorena Velasquez
Katina Napper

Making Excellence Inclusive:
UCR Diversity Certificate Program

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