

Recruiter's News

Recruiting for the ARS Future!

Issue 4, October 2004

"You're Hired! Success Knows No Limitations!"

U.S. Secretary of Labor Elaine L. Chao has selected "You're Hired! Success Knows No Limitations!" as the theme for October's National Disability Employment Awareness Month.

In keeping with this theme, this issue of the quarterly Recruiter's News focuses on hiring people with disabilities and resources that can help in your efforts to find qualified people with disabilities to consider for jobs you have to fill.

Hiring People With Disabilities

People with disabilities can be a good source of qualified applicants for positions you have to fill. People with disabilities can be hired in the Federal government by applying through the normal competitive hiring process or by placement in a non-competitive Schedule A appointment used for hiring people with disabilities.

Hiring a qualified person with a disability can save you time in the hiring process. You can select a person with a disability who has a Schedule A certificate and who meets the qualifications for the job without having to post a vacancy announcement.

To be eligible for these non-competitive, Schedule A appointments a person must meet the definition for being disabled. The person must have a severe physical, cognitive, or emotional disability; have a history of having such disability; or be perceived as having such disability. In addition, the person must obtain a certification letter from a State Vocational Rehabilitation Office or the Department of Veterans Affairs to be eligible for appointment under these special hiring authorities. Disabled veterans may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more.

Contact your servicing Human Resources Specialist to get guidance on use of these special appointing authorities when filling positions.

Recruitment Sources

There are many organizations you can contact for help in finding people with disabilities who are ready to

work. When working with these organizations, you should clearly identify the qualifications needed for jobs you are filling and inform the organization that the person with a disability must provide a certification of disability from the State Vocational Rehabilitation Agency or the Department of Veterans Affairs to receive a Schedule A appointment.

Below are resources you can use to help market your employment opportunities:

- **State Vocational Rehabilitation Agencies** – the Department of Education's Rehabilitation Services Administration (RSA) oversees formula and discretionary grant programs that help individuals with physical or mental disabilities obtain employment and live more independently by providing counseling, medical and psychological services, job training and other individualized services.
- **Department of Veterans Affairs** – the Vocational Rehabilitation and Employment (VR&E) program assists veterans who have incurred injuries during active duty in the military to obtain and maintain suitable employment.
- **The Employer Assistance Referral Network (EARN)** – the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) implemented this **FREE** nationwide service to increase the representation of people with disabilities in the workforce. EARN is designed to assist employers in locating and recruiting qualified workers with disabilities.
- **Ticket to Work** – the Social Security Administration manages the Ticket to Work program that assists Social Security and Supplemental Security Income beneficiaries with disabilities who are seeking employment services, vocational rehabilitation services, and other support services, and assists them in obtaining, regaining, and maintaining self-supporting employment.
- **Workforce Recruitment Program (WRP)** – provides summer work experience, and in some cases permanent employment, for college students and recent graduates with disabilities.

- **Colleges and Universities** – many colleges and universities have career centers and/or disability resource centers that work with students with disabilities. Employers can work with these centers to find qualified students with disabilities who are interested in Federal employment and can contribute to the work of the agency.
- **Professional Societies and Organizations** – many professional societies have career resources available to help members with disabilities gain employment.

Remember...

- That you can hire a qualified person with a disability for a position without posting a vacancy announcement if the person meets the requirements for a Schedule A appointment and the qualifications of the job.
- To publicize your vacancy announcements with your State Vocational Rehabilitation Office and with local organizations who provide assistance to people with disabilities.
- To use the Employer Assistance Referral Network (EARN) as a source to locate qualified people with disabilities for your positions.
- To contact the disability resource center (or career center) on local college campuses to seek assistance in finding potential students with disabilities to hire.

Useful Web Sites

Department of Veterans Affairs – Vocational Rehabilitation and Employment Service
<http://www.vba.va.gov/bln/vre/index.htm>

DisabilityInfo.Gov
<http://www.disabilityinfo.gov>

Employer Assistance Referral Network (EARN)
<http://www.earnworks.com>

Federal Employment of People with Disabilities
<http://www.opm.gov/disability/>

Office of Disability Employment Policy,
 Department of Labor
<http://www.dol.gov/odep/>

People with Disabilities in the Federal Government:
 An Employment Guide
http://www.opm.gov/disability/hrpro_8-03.asp

Ticket to Work
http://www.socialsecurity.gov/work/Ticket/ticket_info.html

Vocational Rehabilitation State Offices
<http://www.jan.wvu.edu/SBSES/VOCREHAB.HTM>

Workforce Recruitment Program
<http://www.dol.gov/odep/programs/workforc.htm>

ARS Careers
<http://www.ars.usda.gov/careers>

Recruiters Resources
<http://arsnet.usda.gov/HR/recruiters/index.html>

Upcoming Events

ARS will host exhibit booths at the following events to promote employment opportunities.

November 4, 2004
 Tri-College Career & Intern Fair
 Concordia College
<http://www4.cord.edu/careerctr/>

November 4, 2004
 Careers in Government
 Kutztown University
<http://www.kutztown.edu/admin/careers/>

November 11-13, 2004
 American Indian Science & Engineering Society (AISES) National Conference
 Anchorage, AK
<http://www.aises.org>

November 17, 2004
 USDA Talent Day – Cal Poly Pomona
<http://www.csupomona.edu/~agri/>

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