

**KEY DISABILITY-RELATED  
DOCUMENTS AVAILABLE FROM THE  
EEOC**

Improving the Participation Rate of People with Targeted Disabilities in the Federal Work Force (01/08),  
[www.eeoc.gov/federal/report/pwtd.html](http://www.eeoc.gov/federal/report/pwtd.html)

Q&A: Promoting Employment of Individuals with Disabilities in the Federal Work force,  
[www.eeoc.gov/federal/qanda-employment-with-disabilities.html](http://www.eeoc.gov/federal/qanda-employment-with-disabilities.html)

The Digest of Equal Employment Opportunity Law,  
[www.eeoc.gov/federal/digest.html](http://www.eeoc.gov/federal/digest.html)

Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the ADA (as revised, 10/17/02),  
[www.eeoc.gov/policy/docs/accommodation.html](http://www.eeoc.gov/policy/docs/accommodation.html)

Enforcement Guidance on Application of the ADA to Contingent Workers Placed by Temporary Agencies & Other Staffing Firms (12/22/00),  
[www.eeoc.gov/policy/docs/guidance-contingent.html](http://www.eeoc.gov/policy/docs/guidance-contingent.html)

Enforcement Guidance: Disability-Related Inquiries & Medical Examinations of Employees Under the ADA (7/27/00),  
[www.eeoc.gov/policy/docs/guidance-inquiries.html](http://www.eeoc.gov/policy/docs/guidance-inquiries.html)

Enforcement Guidance: Preemployment Disability-Related Questions & Medical Examinations (10/10/95),  
[www.eeoc.gov/policy/docs/preemp.html](http://www.eeoc.gov/policy/docs/preemp.html)

The ADA: Applying Performance and Conduct Standards to Individuals with Disabilities,  
[www.eeoc.gov/facts/performance-conduct.html](http://www.eeoc.gov/facts/performance-conduct.html)

Veterans with Service-Connected Disabilities in the Workplace and the ADA: A Guide for Employers,  
[www.eeoc.gov/facts/veterans-disabilities-employers.html](http://www.eeoc.gov/facts/veterans-disabilities-employers.html)



An electronic copy of this brochure and the hyperlinks cited herein may be found at <http://www.eeoc.gov/initiatives/lead/>

**U.S. Equal Employment  
Opportunity Commission  
Office of Federal Operations  
131 M Street, N.E.  
Washington, D.C. 20507-0001**

# Essentials for Employment of Individuals with Disabilities

**EEOC**  
U. S. Equal Employment  
Opportunity Commission



Phone: (202) 663-4599 (Voice)  
(202) 663-4593 (TTY)  
[www.eeoc.gov](http://www.eeoc.gov)

---

## Selected Links to Help Recruit, Hire, Accommodate, and Advance Individuals with Disabilities

---

### Recruitment

[www.jobaccess.org](http://www.jobaccess.org)

ABILITYJobs and JobAccess enables people with disabilities to post their resumes for potential employers to view and to browse job opportunities posted by employers. The Website also includes information about the ADA and reasonable accommodations.

[www.careeronestop.org](http://www.careeronestop.org)

The CareerOneStop Website, sponsored by the U.S. Department of Labor, provides a variety of services to employers and job seekers. The site also offers information about locations relevant to employment, training, and economic development.

[www.earnworks.com](http://www.earnworks.com)

The Employer Assistance & Recruiting Network (EARN) is a free service that connects employers looking for quality employees with skilled job candidates. EARN provides recruiting services, as well as employer success stories and information on the business case for hiring people with disabilities.

[www.vba.va.gov/bln/vre/](http://www.vba.va.gov/bln/vre/)

The essence of the Department of Veterans Affairs Vocational Rehabilitation and Employment (VR&E) program is to assist veterans who have incurred injuries during active duty in the military to obtain and maintain suitable employment. To support this mission, the VR&E Service has established VetSuccess.gov, <http://vetsuccess.gov/>, a virtual employment resource center to assist veterans and employers who want to hire them.

### Hiring

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

USAJOBS is the Federal government's official site for job information, and includes over 16,000 job postings. Through this site, employers may post jobs indicating interest in receiving applications from those with disabilities, and include special language specifying acceptance of applications under Schedule A.

[www.wrpjobs.com/](http://www.wrpjobs.com/)

The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects Federal sector employers nationwide with highly motivated post-secondary students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Students represent all majors, and range from college freshmen to graduate students and law students. A searchable database is available through the WRP Website.

### Schedule A

Using the Schedule A appointing authority, found at 5 CFR § 213.3102(u), qualified candidates with disabilities who meet the regulatory guidelines can be hired non-competitively. The EEOC has developed audience-specific guides on how to use Schedule A. These guides are:

- Schedule A for the Disability Program Manager
- Schedule A for the Hiring Manager
- Schedule A for the HR Professional
- Schedule A for the Job Applicant
- Schedule A for the Service Provider

All five guides can be found at the Job Accommodation Network (JAN) (see *infra*) Website, at [www.jan.wvu.edu/LEAD/](http://www.jan.wvu.edu/LEAD/).

### Reasonable Accommodation

[www.tricare.osd.mil/cap](http://www.tricare.osd.mil/cap)

The U.S. Department of Defense Computer/Electronic Accommodations Program (CAP) provides assistive technology accommodations to Federal employees free of charge. CAP also provides training on using assistive technology, advice on creating accessible electronic environments, and assistance in accommodating workers with disabilities. CAP will do the needs assessment, buy the needed technology, train the employee on how to use it, and follow up with updates.

[www.jan.wvu.edu](http://www.jan.wvu.edu)

The Job Accommodation Network (JAN) is a free information and referral service on job accommodations. JAN has experts on the Americans with Disabilities Act, as well as resources for technical assistance, funding, education, and services related to the employment of people with disabilities. In addition, JAN analyzes trends and statistical data related to the technical assistance it provides.

### Miscellaneous

[www.disabilityinfo.gov](http://www.disabilityinfo.gov)

The online connection to the Federal government's disability-related information and resources. This user-friendly Website contains links to comprehensive information about disability programs, services, laws and benefits.

[www.dol.gov/odep](http://www.dol.gov/odep)

The Office of Disability Employment Policy (ODEP) develops and influences disability-related employment policy and practice affecting the employment of people with disabilities.