

## Outreach and Recruitment: Best Practices for Working with Disability Community Partners

*This guidance contains general information only. This information should not be considered legal advice and no legal relationship is inferred from the use of this information. If you have questions about laws in your area or about a specific legal matter, you should consult your attorney or other legal professional.*

Establishing collaborative relationships with disability community partners including high schools, community colleges, and universities is a key to establishing a successful disability workplace inclusion initiative.

### Best Practices

Offering tours of your business and/or meetings, providing community organizations the opportunity to:

- Meet the employers
- Understand the hiring needs and job positions
- Understand the culture and communication style of the workplace
- Develop relationships
- Understand expectations

Being open and honest. Practice effective communication by:

- Setting up ways for feedback to occur- both for the company and the organizations
- Clarifying the purpose of the collaboration
- Developing clear lines of communication. Establish the point of contact for both the businesses and the organization, as well as the preferred method of communication

## Outreach and Recruitment: Best Practices for Working with Disability Community Partners (continued)

Ensuring a level of  
commitment from  
management. When  
you ARE hiring:

- Send all job postings to community partners who have attended tours and/or has worked with you in the past
- Participate in job fairs
- Communicate – wage, hours, shift requirements (overnight, morning), job description – any information that will help the community partners know skill sets and requirements of these positions
- If it's a large number of hires, set up an on-site job fair or offer tours
- Don't forget to utilize your local high schools, community colleges, and universities - all have career centers. High Schools have guidance counselors and transition counselors that are responsible for helping students transition from School to Work.

Ensuring a level of  
commitment from  
management. When you  
are NOT hiring:

- Keep open lines of communication
- Participate in job fairs
- Participate in community speaking opportunities – Disability organizations, high schools, and colleges are always looking for business partners to speak about employment and careers
- Use community partners as resources

## **Outreach and Recruitment: Best Practices for Working with Disability Community Partners (continued)**

**A good community partner will:**

- Provide businesses access to a pool of qualified candidates.
- Be accessible to talk with or meet you and the employee if any issues occur during the employee's tenure.
- Be a resource.
- Collaborate with other community resources that will help the company with the recruitment of qualified candidates.
- Provide a job coach, if needed, to support the employee in being a productive member of your team.