

We are here to help!

The college enrollment rate for students with disabilities has been on the rise in recent years, which means it's more important than ever to implement successful practices to recruit students with disabilities to work at your business — whether it's a part-time college job or full-time post-grad career.

Recruiting students with disabilities to work at your company will increase your diversity, your talent pipeline and your great employees. But make sure you are well informed, identified resources and prepared and to accommodate in order for them to be contributing and fulfilling employees meeting your business goals and needs.

And if ready to recruit and hire a student with disabilities and want your efforts to be successful, keep these practices in mind, as they will help you accomplish your recruitment goals.

Office of Disability Concerns provides services under the **Client Assistance Program (CAP)**, serving as a vital link between the Oklahoma Department of Oklahoma Rehabilitation Services (OKDRS) and the disability community. CAP provides advocacy to persons with disabilities who are seeking or receiving vocational rehabilitation (VR) services from DRS, as well as individuals who are receiving services from independent living centers or other Rehabilitation Act funded programs such as Tribal VR and Higher Education.

**Employment,
a job, a career,
a profession**

Client Assistance Program

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Recruiting Students with Disabilities

Client Assistance Program

Client Assistance Program



(800) 522-8224
www.ok.gov/odc

5 Best Practices For Recruiting Students With Disabilities....

Students with disabilities are capable and want the opportunity to demonstrate their abilities with a great employer. Here are some recruitment ideas to encourage this talented and capable pool for your consideration.

1. Use inclusive language.

When it comes to recruiting students with disabilities, it helps to have your brochures, website, and social media channels use inclusive and welcoming language that specifically mentions people with disabilities. In job descriptions and online postings, make sure to convey that students with disabilities are welcomed and encouraged to apply and that accommodations can be made for interviews, applications, and job expectations if necessary.

Convey to students with disabilities that your organization appreciates and strives for inclusion and diversity and that managers are trained to work with fellow employees that have disabilities. Let job applicants know that your physical location is accessible and that job materials and trainings are available to all employees in accessible format.

2. Work with campus organizations.

Working with campus career services and disability services to publicize your business's job opportunities for students with disabilities will go a long way in helping get the word out about your company's inclusion of employees with

disabilities. While not all students with disabilities register at their campus's disability services center, the majority do, so the staff will be able to help you find students with disabilities who are looking for jobs and be able to assist you in communicating to students that your business is disability- inclusive.

Connecting with student groups aimed at and for students with disabilities will also help you advertise your company's disability-friendly policies and they may help you in your recruitment efforts by emailing members of their group about your job opportunities.

3. Market employees with disabilities.

If you want your company to be known for hiring students and people with disabilities, consider using employees with disabilities in your marketing materials. Feature pictures of staff members with disabilities on your website and in brochures. Use quotes from employees with disabilities about their experiences at the company in your marketing materials.

You can even have employees with disabilities attend campus job fairs and conduct interviews with potential student employees with disabilities so students know staff with disabilities are important parts of the organization and that they can do everything at the company as well.

4. Expand your presence.

Join social media groups aimed at students and job-seekers with disabilities, such as the LinkedIn groups "Disability Student

Services Professionals," "Diversity and Disability@Work," and "Professionals with Disabilities" to expand your presence online.

Reach out to local and regional organizations that are run by or that work with people with disabilities so they can not only help you recruit students with disabilities, but also provide you with information and resources about accommodating students with disabilities.

You'll also want to have employees with disabilities at your company connect with students with disabilities to tell them about their experiences at your business and to network.

5. Post on disability-targeting job sites.

Some of the best resources available to people with disabilities are employment programs and job databases that are specifically geared towards those who have disabilities and are looking for employment. Programs like the Emerging Leaders Internship Program for College Students with Disabilities, Entry Point, and the Workforce Recruitment Program all aim to recruit college students with disabilities and help them find great internships and jobs across the country.

Recruiters should also post disability-friendly opportunities on sites like the Career Opportunities for Students with Disabilities (COSD) Career Gateway, GettingHired, ABILITY Jobs, and other similar websites.