



The Journey of Job Seekers With Disabilities:
Understanding the Application Process, Disclosure
& Accommodation

Logistics

- Audio is available over phone line:
 - **1 (866) 246-4691**
 - Conference Code: **118 562 6071**
 - Submit questions at any time during the presentation:
 - Type directly into the Chat window on your screen
 - Email gnagle@gettinghired.com
 - Tweet @GettingHired using #GHWebinar
- Captioning is available:
<https://www.streamtext.net/player?event=CFI-GettingHired>

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WHAT THE BEST COMPANIES DO

Apply to these inclusive employers (and others) at GettingHired.com

AGENDA

1. Why I Feel Like I'm Applying Twice
2. Additional Tests and Requirements
3. The Disclosure Question
4. Accommodation

WHY I FEEL LIKE I'M APPLYING TWICE

WHY ARE YOU APPLYING MORE THAN ONCE

- **GettingHired's Job Seeker Account**
 - A profile on GettingHired allows our employer partners find your information
- **Applicant Tracking Systems**
 - Employers have their own Applicant Tracking Systems (ATS) where they post jobs and can look for job seekers who recently applied to positions
- **Talent Communities**
 - Businesses want to be in contact with job seekers interested in their company
 - They want to provide relevant information on their own to the community
- **This is not new**
 - Most businesses want to track where job seekers are coming from and require job boards to send candidates to them

ADDITIONAL TESTS & REQUIREMENTS

ADDITIONAL APPLICATION STEPS

- **Testing (*Required*)**
 - Companies add this to find out which candidates are serious
 - They narrow down the candidate pool through the assessment
 - Job seekers who drop-off are automatically disqualified
- Job seekers with disabilities, may have problems completing these alternate application processes (***Request an Accommodation***)
 - **Askjan.org**

AFTER THE APPLICATION

- Applying to everything **will get you noticed in the wrong way**
- Don't reach out to the company the day you apply (or the day after!)
- Call or email a contact at the business to follow up and introduce yourself
- If you had problems with the application process and want to verify it was submitted and complete, **call or email the company's Application Accommodation Team. (Information should be listed)**

ACCOMMODATION STATEMENT – EXELON CORPORATION



GettingHired

Exelon is proud to partner with GettingHired.com, an organization dedicated to creating sustainable employment growth and opportunity for people with disabilities.

[Learn More ▶](#)



To get Exelon job and event info:

[Check in! ▶](#)



Find Us on
Glassdoor

[Find Us! ▶](#)

Edison Electric Institute (EEI) Test Information

Applicants for some positions will be required to pass the Edison Electric Institute (EEI) tests. EEI provides tests for the utility industry to use in assessing candidates who apply for various industry positions such as Nuclear Plant Operator, Maintenance Technicians, Lineman, etc. Use the Exelon login information below to review testing information, build test-taking skills, and access practice tests for the positions in which you are interested.

[Access EEI Test Brochures, Interactive Skill Builders and Practice Tests.](#)

Login Information:

UserName: exelon

Password: operator

Login information is case-sensitive.

Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

Americans with Disabilities

If you need assistance completing this application because of a medical condition that may qualify as a disability under state or federal law, please email your request for assistance to Recruiter@exeloncorp.com. You may be asked to provide documentation to support your request.

ACCOMMODATION STATEMENT – WASTE CONNECTIONS

Disability Accommodation for Applicants to Waste Connections Inc.



Waste Connections Inc. is an Equal Employment Opportunity / Affirmative Action employer and provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures. If you have any difficulty using our online system and you need an accommodation due to a disability, you may use the alternative email address below to contact us about your interest in employment at Waste Connections Inc.:

Disability_Application_Accommodation@wasteconnections.com or call (832) 442-2214. You must specify which position you are applying to in order to be considered for employment.

Waste Connections is an Affirmative Action/Equal Opportunity Employer
(Minority/Female/Disabled/Veterans)

EEO is the Law (English)

EEO is the Law (Spanish)

<http://www.wasteconnections.com/misc/employment.aspx>

THE DISCLOSURE QUESTION

The Disclosure Question

What Can Employers Ask Me?

The ADA **does not allow** an employer to ask any questions about disability or to conduct any medical examinations until **after** a conditional job offer is made.

The Disclosure Question

BUT.....

- Employers may ask about an applicant's ability to perform specific job functions or tasks.
- Employers may request that an applicant describe or demonstrate how they would perform job tasks or achieve job outcomes.
- Employers may ask about an applicant's qualifications and skills, such as the applicant's education, work history, and required certifications and licenses.

WHY ARE YOU BEING ASKED TO DISCLOSE A DISABILITY

- Federal Contractors are **REQUIRED** to ask if you have a disability, but not what type
 - OFCCP: Section 503 Regulation of the Rehabilitation Act
 - 7% Utilization Goal
- It was upheld by the courts **as a permissible request** to help the hiring of people with disabilities
- **It could be beneficial to disclose**, conversations are now changing
- Not all companies are required to ask, **only Federal Contractors**

Self ID Form

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 1 of 2

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- | | | | |
|-------------|----------------------|--|--|
| • Blindness | • Autism | • Bipolar disorder | • Post-traumatic stress disorder (PTSD) |
| • Deafness | • Cerebral palsy | • Major depression | • Obsessive compulsive disorder |
| • Cancer | • HIV/AIDS | • Multiple sclerosis (MS) | • Impairments requiring the use of a wheelchair |
| • Diabetes | • Schizophrenia | • Missing limbs or partially missing limbs | • Intellectual disability (previously called mental retardation) |
| • Epilepsy | • Muscular dystrophy | | |

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

ACCOMMODATIONS

Accommodations

What is a Reasonable Accommodation?

- A reasonable accommodation is any change in the work environment or in the way things are usually done that enables an individual with a disability to enjoy **equal employment opportunities**.
Reasonable accommodations include:
- Changes to the **job application** process;
- Changes to the **work environment** or the way the job is done; and
- Changes to enable the employee to enjoy equal access to the **benefits and privileges** of the job.

Accommodations

Types of Accommodation

- **Adjusting or modifying tests and training materials** – such as providing materials in alternate formats (e.g., Braille or large print or reading instructions out loud).
- **Using a job coach** –paid by a public or private social service agency, a job coach can accompany you at work to support you with your job duties.
- **Equipment or devices** – this could be adapting equipment, like raising the height of a desk to accommodate a person with a wheelchair or getting assistive technology, such as computer screen readers or using an Assistive Listening Device (ALD).

Accommodations

- **Modifying policies or workplace rules** – such as allowing an employee with diabetes to eat at her desk
- **Flexible working hours**- adjusting start/ finish times or periodic breaks
- **Using qualified interpreters**
- **Job restructuring**- amending or reallocating specific tasks
- **Working from home**

<https://askjan.org/>

Links You Should Have



Website: <http://www.gettinghired.com>



Facebook: <https://www.facebook.com/gettinghired>



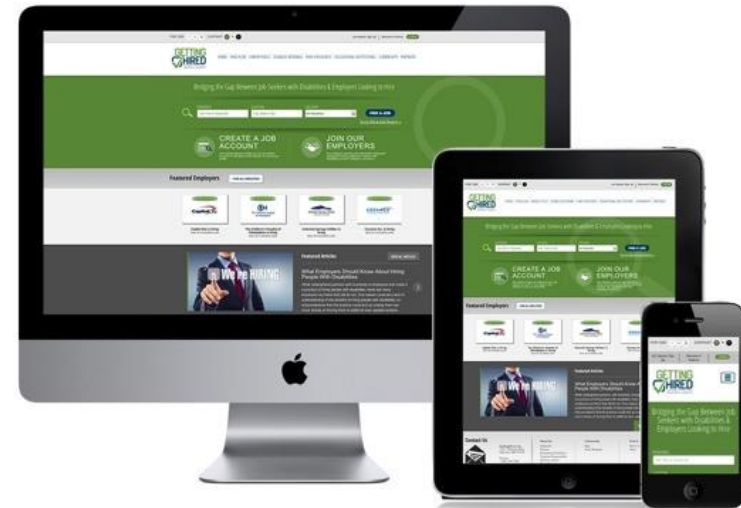
LinkedIn: <https://www.linkedin.com/company/gettinghired>



Twitter: <https://twitter.com/gettinghired>



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QUESTIONS?

Gabrielle Nagle

Community Marketing Specialist

GettingHired, Inc.

410.579.3380

gnagle@gettinghired.com

[Part 3: www.blog.gettinghired.com](http://www.blog.gettinghired.com)

