

Contents

About This Toolkit	13
Section I: On Campus & Experienced Recruiters	14
<i>Topic: A Practical Legal Framework</i>	14
Legal-Ease Simplified	14
Key Federal Laws Prohibiting Discrimination On The Basis Of Disability in All Employment Practices	14
Prohibited Discriminatory Practices during Recruiting	15
What This Means	16
Life Preservers	17
Dive Deeper	18
<i>Topic: A Reasonable Approach to Reasonable Accommodation</i>	21
Legal-Ease Simplified	21
What This Means	22
Life Preservers	23
A Note for Campus Recruiters	23
Creating Opportunities to Request Accommodation	24
Dive Deeper	24
<i>Topic: Building Recruiter Confidence</i>	26
Legal-Ease Simplified	26
What This Means	28
Life Preservers	28
Dive Deeper	30
<i>Topic: Interacting With Candidates Who Have Disabilities</i>	32
Legal-Ease Simplified	32
What This Means	33
Life Preservers	34
Dive Deeper	34
<i>Topic: Communicating With Candidates Who Have Disabilities</i>	36
Legal-Ease Simplified	36
What This Means	37
Life Preservers	37
Communicating With A Someone Who Has A Learning Disability	37
Communicating With Someone Who Has A Hearing Impairment	37
Communicating With Someone Who Has A Speech Impairment or Someone Who Is Deaf But Speaks	38
Communicating With Someone Who Has Learning Disabilities	38

Types of Auxiliary Aids and Services	38
Dive Deeper	39
Topic: Follow Up and Confidentiality	41
Legal-Ease Simplified	41
What This Means	41
Life Preservers	41
Dive Deeper	42
Topic: Recruiter Feedback to Guide Candidate Selection	43
Legal-Ease Simplified	43
What This Means	43
Life Preservers	44
Dive Deeper	45
Section II: Additional Information for Experienced Recruiters	47
Topic: Interviewing Candidates with Disabilities	47
Legal-Ease Simplified	47
What This Means	49
Life Preservers	50
Dive Deeper	52
Section III: Additional Guides for Recruiters	54
Appendix 1: Recruiter Guide to Contacting Disability Services Office Representatives	54
Appendix 2: A Quick Guide to Disability Friendly Language	56
Appendix 3: Recruiter Guide to Effective Communications with Candidates Who Have Disabilities	57
Appendix 4: Disabled Employees: The Benefits of Support, A Published Article by Nadine Vogel, CEO of Springboard Consulting LLC	60
Appendix 5: Disability Specific Tips during the Interview	62