

ODEP/HIGHER EDUCATION RECRUITMENT CONSORTIUM (HERC)

Alliance Report/ April 30, 2015 - April 30, 2018

I. Alliance Background

Date Signed: April 30, 2015

This report describes the purpose, scope of the Alliance between the Office of Disability Employment Policy (ODEP) and the Higher Education Recruitment Consortium (HERC), a list of the team members and contributors, events, products of the ODEP/HERC Alliance, and results achieved.

Overview

Summary of the Purpose of the ODEP/HERC Alliance

HERC is a non-profit membership organization consisting of over 700 colleges, universities, hospitals, research labs, government agencies and related non-and for-profit organizations. They offer the largest database of higher education and related jobs in the world. Its central coordinating office and nineteen regional offices work collaboratively on HERC-wide initiatives. HERC advances member institutions' ability to recruit and retain the most diverse and talented workforce and to assist dual-career couples.

ODEP and the HERC recognized the value of establishing a collaborative relationship to promote the employment of people with disabilities in the higher education community. ODEP and the HERC formed this Alliance to conduct outreach, education and technical assistance activities that promote the recruitment, hiring, retention and advancement of individuals with disabilities, including veterans with disabilities, in the higher education community, to share resources and to positively impact services for students' with disabilities and career student services offices.

Specifically, ODEP and HERC agreed to work together to carry out the following activities:

- *Share expertise and disseminate information* on hiring, advancing, and retaining people with disabilities, specifically targeting veterans and

others with disabilities in the higher education human resource community.

- *Promote and disseminate information on ODEP resources to HERC member universities, and others. ODEP resources include, but are not limited to, the Job Accommodation Network (JAN), the Employer Assistance and Resource Network (EARN), the Workforce Recruitment Program and promising practices/policies to increase disability inclusion in HERC member universities.*
- *Develop and publicize resources on the value of hiring and retaining veterans and other individuals with disabilities in higher education. Such resources include, but are not limited to, educational materials, success stories, and case studies developed collaboratively or by individual parties*
- *Identify issues of specific concern to employers to which the Alliance should direct particular attention and resources, and determine how best to communicate relevant information to this constituency.*
- *Speak, exhibit, and/or appear at mutually agreed upon ODEP and HERC events.*
- *As appropriate, convene and/or participate in stakeholder meetings focused on forging innovative strategies for recruiting, hiring, retaining and promoting people with disabilities.*
- *Provide technical assistance to employers and employees regarding replicable disability employment strategies, policies and effective practices.*
- *Participate in meetings and/or discussions with representatives from other ODEP Alliances to exchange information on various disability employment issues that are being addressed and to explore opportunities for additional collaborative activities.*
- *Carry out other activities, as mutually agreed upon, that promote the hiring, advancement, and retention of individuals with disabilities in higher education.*
- *Build awareness and increase use of the Workforce Recruitment Program as a pipeline for university human resource professionals.*

Implementation Team Members

ODEP: Carol Boyer served as representative of the Employer Team and Alliance Coordinator when Colet Mitchell went on detail and then retired in August of 2017, Janet Brown/Youth Team representative, Lauren Karas/PC&O Team and WRP representative, Renee Tajudeen and Carol Dunlap served as alliance contributors.

HERC: Nancy Aebersold (Executive Director), Paula Alfone/Mid-Atlantic representative, Rita Bowden/Texas A&M University, Pat Frede, East Carolina University, Renee Hogoboom/Minnesota State Colleges and Universities, Hilda Ladner/University of Minnesota and Valerie Stanley/Yale University.

Note: Randy Boose/Washington State University, Vancouver served as a HERC Team Member during year two of this 3-year alliance.

Period Covered

This report covers the period: April 30, 2015 – April 30, 2018.

II. Implementation Team Meetings

Meetings

2015: July 10, 2015

2016: January 29, 2016, February 29, 2016, April 12, 2016, May 5, 2016, June 13, 2016, August 19, 2016

2017: January 19, 2017, March 20, 2017, June 27, 2017, August 31, 2017

III. Outcomes

ODEP and the Higher Education Recruitment Consortium (HERC) shared and cross-promoted resources. ODEP was featured in HERC's Higher Ed Recruitment Buyer's Guide in 2015, 2016 and 2017. HERC provided a first ever Disability Inclusion Toolkit to members to help them build and enhance work environments that recruit and retain workers with disabilities. Three webinars were held focusing on the importance of mental health, disability diversity and accommodation.

YEAR III 2015

6.17.15 Keri Steele of HERC requested information regarding web site accessibility. ODEP sent resources including referral to SSB Bart, AskJan,

Web Accessibility 101, Digital Accessibility Compliance Monitoring and AMP Up Your Access with a Platform – not a tool, CaptionMax.

ODEP sent HERC the meeting accessibility guide for their members, <http://www.adahospitality.org/accessible-meetings-events-conferences-guide/book>

The first ODEP HERC marketing flyer and letter was designed for HERC member colleges and universities to build a campus relationship with the WRP program



school recruitment flyer for HERC.doc



letter to HERC members about WRP.

Shared Tiffany Jolliff's WRP success story blog for Nancy to share with HERC members <https://blog.dol.gov/2015/02/19/the-interview-that-changed-my-life-forever/>

ODEP provided feedback on a draft postcard designed by HERC to familiarize people with disabilities and the organizations that support them with the higher education job opportunities and professional development available through HERC: *As you prepare these wonderful cards you may want to consider preparing some in alternate formats for students who have a significant visual disability or are blind or have other disabilities (e.g., LD, cerebral palsy, etc.) such that they are unable to benefit from standard print materials. Alternate formats might include Braille, large print (16 point front), files on computer disk that can be used in a personal computer, or an audiotape recording of the print document.*

- 7.10.15 The Campaign for Disability Employment's PSA, What can YOU do? Discussion Guide was sent by snail mail from ODEP to 34 HERC board members with an intro email from Nancy.
- 8.15 ODEP forwarded an announcement to HERC regarding a PEAT web discussion on job seeker online application sites featuring Adam Streets of [GettingHired](#).
- 1.29.16 Janet Brown announced during an alliance team meeting that a webinar entitled Improving student Outcomes in Postsecondary Education through Universal Design for Learning would be held on February 17, 2016. This is part of a continuing series provided by the National Collaborative on Workforce and Disability for Youth.

2.25.16 ODEP sent HERC an article titled 5 Best Practices for Recruiting Students with Disabilities from *College Recruiting News*
<https://jobs.uloop.com/news/view.php/190546/5-Best-Practices-For-Recruiting-Students-With-Disabilities>

YEAR IV April 30, 2016-April 30, 2017

5.5.16 ODEP announced the 2016 NDEAM theme, #InclusionWorks and a new tool (TalentWorks) from PEAT that helps employers have accessible online products. Nancy disseminated this information to HERC members in the HERC member newsletter.

6.16 HERC officially posted its new **Disability Inclusion Toolkit** on its website for members – a direct outcome of the ODEP HERC Alliance
https://www.hercjobs.org/member_resources/Toolkits/Disability%20Toolkit/index

9.16.16 ODEP assisted HERC in making their toolkit announcement flyer 508 compliant.

10.13.16 An ODEP HERC Webinar was held using EARN's accessible platform: **Disability and Diversity in the Higher Education Workforce**.
<https://www.askearn.org/news-events/webinars/disability-diversity-in-the-higher-education-workforce/>

12.6.16 **HERC Announces New Member Resource: Disability Inclusion Toolkit**

New: [Disability Inclusion Toolkit for HERC members](#)

HERC has partnered with the US Department of Labor's Office of Disability Employment Policy to create the HERC Disability Inclusion Toolkit, which includes resources for effectively employing qualified people with disabilities and fostering a disability-inclusive work culture across your organization. [Learn more about the toolkit and watch the webinar here.](#)

1.19.17 A one page fact sheet was prepared for HERC members. The sheet addressed two ways HERC members can use the WRP database: to hire candidates with disabilities and the enter students with disabilities into the database.

Nancy Aebersold reported that the HERC Disability Inclusion Toolkit received more than 430 views by HERC members and that it would be featured in HERC's annual report.

1.25.17 Nancy shared EARN's online dialogue opportunity with HERC members:
You're invited to participate in "[Building a Disability-Inclusive Talent Pipeline: Ideas for Effective Outreach and Recruitment Strategies](#)," a national online dialogue hosted by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and our [Employer Assistance and Resource Network on Disability Inclusion \(EARN\)](#). Through this virtual conversation, we're calling on you to share insights into successful strategies federal contractors are using to recruit and hire qualified candidates with disabilities. Your ideas will be used to inform the development of technical assistance materials to help more covered employers ensure their doors are open to all qualified individuals.

9.26.17 An ODEP HERC Webinar was held using EARN's accessible platform: Creating Inclusive Higher Education Work Environments for People with Mental Health Disabilities
<https://www.askearn.org/news-events/webinars/creating-inclusive-higher-education-work-environments-people-mental-health-disabilities/>
This webinar provided effective approaches for employees with mental health conditions, what they need to perform their best on the job and rand raise awareness across their institutions about the importance of adopting an inclusive work culture that includes mental health. Attending from HERC were Chief HR Officers, Provosts, Vice Provosts, Department Chairs, academic deans and chief diversity officers.

12.19.17 ODEP shared a new resource guide with HERC:

[Resource helps faculty with mental health](#)

A new, free resource guide is available for college and university leaders that offers recommendations for helping faculty with mental-health issues. In this Q&A, guide co-author and Ohio State University professor Margaret Price says shared accountability and access are needed for the strategies to succeed.

IV. Results/ Capacity Building

Through the ODEP HERC alliance both organizations have openly discussed and shared information to improve employment and retention of people with disabilities within the higher education community. Essential in this relationship has been the creation of HERC's first toolkit for members on Disability Inclusion. This effort has led to increased awareness of disability as part of the diversity fabric of the higher education system as well as of ODEP's resources to assist the higher education human resources community and students with disabilities.

Adopting Best Disability Practices

HERC continues to provide inclusive imaging on its website and promote disability as an integral part of the diversity agenda. The Workforce Recruitment Program was promoted to members as an important recruitment tool. HERC has provided training to their members regarding mental health and diversity that includes disability.

V. Beyond the Alliance

During this three-year alliance, ODEP and HERC developed a close working relationship--regularly communicating to share resources and to provide assistance when needed. This collaboration provided HERC members with information, technical assistance and access to resources to build disability inclusive work environments within the educational community. Human resource and academic senior leadership gained valuable resources to recruit, hire and provide accommodations if needed to employees with disabilities.

ODEP and HERC will continue to communicate and share disability employment information.