

ICAP Resources for Job Support

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Resume Assistance

- This source offers a resume and employment guide for people with disabilities with some hyperlinks to other resources as well.
 - [Novoresume](#)
- This resource offers tips for tips for young people with disabilities and their families on effective strategies for building the first resume.
 - [Pacer Center's Resume Guide for Youth with Disabilities](#)
- This site provides tips and instructions for people with disabilities writing a resume, including some dos and don'ts.
 - [Abilities to Work](#)
- On these sites, you can find an example of a resume developed by/for a person with a disability as well as a free template of categories of information. There is nothing saying a resume would need to be different than any other, but there might be some considerations.
 - [LiveCareer](#)
 - [Disabled Person Free Resume Template](#)
 - [Toppel's Resume Guide](#)
 - [Velvet Jobs](#)
 - [Tips for Writing a Resume](#)

- The Indiana Secondary Transition Resource Center showcases a tool called the Transition Portfolio. This portfolio helps students demonstrate their positive attributes and success. The Visual Resume shows two videos discussing the benefits of visual resumes and how to make them.
 - [Indiana Secondary Transition Resource Center Visual Resume](#)

Interview Skills

- This site offers tips to help adults with disabilities be successful on job interviews.
 - [7 Tips on Successful Interviews for Adults with Disabilities](#)
- Transition Tennessee offers a set of common interview questions people might encounter and coaching suggestions for how to respond and be successful in interviews.
 - [Practice Interview Questions and Tips](#)

Job Search

- The Council of State Administrators of Vocational Rehabilitation (CSAVR) partners with companies from all over to post available jobs with great opportunities for people with disabilities. To access this portal, job seekers must go through their VR counselor.
 - [Talent Acquisition Portal](#)
- This online tool includes a collection of employers committed to neurodiversity-focused hiring initiatives. By using this site, they can help match neurodivergent job seekers with meaningful jobs and, if needed, also provide the training and support needed for career growth and success.
 - [Neurodiversity Career Connector](#)
- This site includes job postings with an intention and commitment to hire people with disabilities.
 - [abilityJOBS](#)
- This site is dedicated to building and promoting inclusive workforces and connecting diverse talent to employers (including Fortune 500 companies) who are cultivating accommodating environments.
 - [CareerCircle](#)
- This federal site includes information and access to jobs fitting within the special authority (Schedule A) to hire persons with disabilities without requiring them to compete for the job.
 - [US Office of Personnel Management](#)
- This federal site offers opportunities to obtain employment within the federal government.
 - [USA Jobs](#)
- Veterans with disabilities can access information about services to help with job training, education, employment accommodations, resume development, job seeking skills

coaching, and help finding a job.

- [US Department of Veterans Affairs](#)
- On this site, veterans who want to transition to a civilian career can access a range of job openings.
 - [Hire Heroes USA Job Board](#)
- The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal and private-sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer or permanent jobs.
 - [Workforce Recruitment Program](#)
- This resource includes a user-friendly 8-step toolkit to help with the job search. It is formatted to be a self-paced workbook to help people execute their individual job search plan.
 - [The 8 Step Job Search Toolkit](#)
- Participants are able to explore careers and interests using this online tool.
 - [My Next Move](#)
- O*NET OnLine has detailed descriptions of the world of work for use by job seekers and students. Find, search, or browse across 900+ occupations based on your goals and needs. Then use comprehensive reports to learn about requirements, characteristics, and available opportunities for your selected occupation.
 - [O*NET OnLine](#)
- The U.S. Bureau of Labor Statistics (BLS) publishes projections for about 800 detailed occupations. The Occupational Outlook Handbook (OOH) includes detailed information on over 500 occupations, which covers about 4 out of 5 jobs in the economy.
 - [US BLS: Occupational Outlook Handbook](#)
- This is a guide for young adults as they are preparing to apply for a job. From using online searches to our own personal connections, this guide walks through steps to help have a successful job search experience.
 - [Job Search Factsheet for Young Adults](#)

Accessibility

- The Americans with Disabilities Act (ADA) provides a range of protections for people with disabilities. Explore this site to find out how disability rights are civil rights and what those protections entail.
 - [Americans with Disabilities Act](#) (comprehensive information)
- This section of the ADA says what is required for a building or facility to be physically accessible to people with disabilities.
 - [ADA Standards for Accessible Design](#)
- This slide deck provides information and tips for creating inclusive classrooms within higher education. This would be a great resource not only for disability/access offices

within the colleges but also instructors, professors, teaching assistants, graduate assistants, department chairs, and more.

- [Creating an Inclusive College Classroom](#)
- The ADA National Network consists of 10 regional ADA Centers. The regional ADA Centers are distributed throughout the United States to provide local assistance and foster implementation of the ADA. The [Northwest ADA Center](#) serves Federal Region 10, which includes Oregon, Washington, Idaho, and Alaska. Educators, students, youth, families, and others can contact them for no-cost, confidential information and technical assistance about the Americans with Disabilities Act (ADA) at 1-800-949-4232 or nwadactr@uw.edu
 - [ADA National Network](#)
- The U.S. Equal Employment Opportunity Commission (EEOC) enforces Title I (the employment provisions) of the ADA. This resource provides key information on one's employment rights as an individual with a disability.
 - [EEOC: Your Employment Rights as an Individual with a Disability](#)
- The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on job accommodations and disability employment issues. JAN provides free one-on-one practical guidance and technical assistance on job accommodation solutions, Title I of the Americans with Disabilities Act (ADA) and related legislation, and self-employment and entrepreneurship options for people with disabilities. The following link includes links to organizations and resources that might be useful for individuals with disabilities, educators, families, and others.
 - [JAN Accommodation and Compliance Series: Disability-Related Resources](#)

Disclosure

- Monster provides information about disability rights not only during the hiring process but also while on the job. There is also information about disclosure—pros/cons, etc.
 - [Know Your Rights](#)
- This informational workbook is aimed at youth and young adults with disabilities to help them understand about disclosure and the ways in which they can disclose, decide when/what/how to disclose, and more. This tool is being updated to an interactive online format, and we will share the link to that resource when available at [the Center for Advancing Policy on Employment for Youth \(CAPE-Youth\)](#).
 - [411 on Disability Disclosure for Youth](#)
- This is a supplement to the resource above geared toward the family members and professionals who are supporting youth and young adults in the disclosure process.
 - [411 on Disability Disclosure for Families and Professionals](#)
- People with disabilities may intentionally or unintentionally disclose their disability through a variety of online platforms. This supplement to the 411 to help youth and young adults with disabilities understand what cyber disclosure looks like given the advances in technology.

- [Cyber Disclosure for Youth with Disabilities](#)
- This excellent resource from [Virginia Commonwealth University's Rehabilitation Research and Training Center \(VCU-RTTC\)](#) reviews the "3 Steps to Disclosing a Disability." It reviews 1. Determining the *Need* to Disclose, 2. Deciding *When* to Disclose, and 3. Choosing *How* to disclose. It also includes a helpful Disclosure Decision Worksheet to guide the individual in making a decision that is right for them. This is a great practice and review tool for students/youth to get them started in thinking about disclosing their disability in the workplace.
 - [VCU Disclosure Decisions to Get the Job](#)
- Every job seeker with a disability is faced with the same decision: "Should I or shouldn't I disclose my disability?" This resource from the Office of Disability Employment Policy (ODEP) reviews key factors related to disability disclosure.
 - [ODEP: Youth, Disclosure, and the Workplace: Why, When, What, and How](#)
- This resource provides good information from the Job Accommodation Network (JAN) on disability disclosure and employment.
 - [Disability Disclosure](#)
 - [Dos and Don'ts of Disclosure](#)

Requesting Accommodations

- [Ask JAN \(Job Accommodation Network\)](#)
- This handy fact sheet from Cornell's Northeast ADA Center covers important information regarding what the ADA says about job coaches/support people as a reasonable accommodation in the workplace.
 - [Northeast ADA Center Fact Sheet: Job Coaches as Accommodations](#)
- This resource from the Office of Disability Rights gets students/youth and their supporters thinking about different types of accommodations that may be available in the workplace.
 - [Types of Accommodations](#)
- The following resources are all from the [Job Accommodation Network \(JAN\)](#).
 - JAN's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings. A very useful tool!
 - [SOAR: Searchable Online Accommodation Resource](#)
 - A family member, friend, service provider, educator or other representative may request a reasonable accommodation on behalf of an individual with a disability. The ADA states that employers must use an "interactive process," which simply means that employers and employees with disabilities who request accommodations work together to come up with effective accommodations. This excellent guide from JAN reviews offers a better understanding of when an individual's supporters (teacher, service provider, and others) may be included in the interactive process and what they need to know, in 6 steps.

- [The Interactive Process](#)
 - Individuals with disabilities can have many different types of limitations that affect their abilities to take tests. They may need accommodations when taking employment exams, standardized tests, licensure exams, and classroom exams. This helpful resource from JAN offers suggestions on an array of testing accommodations that may be available for students and job seekers with disabilities.
- [JAN: Testing Accommodations](#)

Service Animals

- This section of the ADA explains what businesses and state/local governments must do to make sure that they do not discriminate against a member of the public with a disability who uses a service animal.
 - [Americans with Disabilities Act \(Service Animals\)](#)
- Cornell's Northeast ADA Center has developed a comprehensive service animal toolkit that provides everything you want and need to know about service animals in public spaces!
 - [Northeast ADA Center Service Animal Toolkit](#)
- JAN offers guidance on service animals as workplace accommodations.
 - [JAN: Service Animals in the Workplace](#)

Autism and Employment

- Employment toolkit for people with autism, but also helpful for family members, service providers, business leaders and anyone who is helping someone with autism find and keep a job. This toolkit helps you research, find and keep employment. It includes compiled job-related stories, tips, and information from a collaboration of people, including autistic adults.
 - [Employment Tool Kit | Autism Speaks](#)

Mental Health and Employment

- This website contains resources and information, including accessible materials for administrators, family members, and individuals with lived mental health experience. The resource allows you to search different stages of work, such as the possibility of work, the need for work, the world of work, and supports for work. It also includes an FAQ section.
 - [Boston University Center for Psychiatric Rehabilitation: Thinking About Work](#)
- This resource provides information regarding protection against discrimination and harassment at work if you have depression, post-traumatic stress disorder (PTSD) or another mental health condition. It includes information around workplace privacy rights, including the legal right to get reasonable accommodations that can help you

perform and keep your job. The questions and answers briefly explain these rights, which are provided by the Americans with Disabilities Act (ADA). You may also have additional rights under other laws not discussed here, such as the Family and Medical Leave Act (FMLA) and various medical insurance laws.

- [EEOC MH and Rights in the Workplace Guidance](#)
- This job and career guide includes three parts which cover jobs for people with a mental health condition, including information around disclosure and legal protections against discrimination; discussing mental health needs at work; and other relevant links to mental health resources.
 - [MH and Disclosure at Work](#)

LGBTQIA+ Resources

- This Human Rights Campaign guide is intended to help transgender people navigate aspects of their transition related to the workplace. It includes information on applying to jobs while transitioning, creating an action plan, coming out to your coworkers, and ongoing support.
 - [Guide for Trans Employees: Transitioning in the Workplace](#)
- Half of LGBTQ+ employees remain closeted at work. Many fear that they will face discrimination and mistreatment if they come out. From finding inclusive companies and getting comfortable with the interview process, to coming out at work, this resource is a guide to help you navigate the corporate landscape as a member of the LGBTQ+ community.
 - [LGBTQ Workplace Resource Guide](#)
- This resume builder guide is designed to empower LGBTQ+ job seekers on their professional journey. It covers important topics, including knowing rights, exploring industries, and mastering job interviews.
 - [LGBTQ Job Search Resource Guide](#)

Additional Resources for Specific Populations

- This guide by the U.S. Equal Employment Opportunity Commission is intended to educate employers about the Veterans and the American with Disabilities Act. It includes how the ADA applies to recruiting, hiring, and accommodating veterans with disabilities, and briefly explains how protections for veterans with disabilities differ under USERRA and the ADA. The guide also provides information about laws and regulations that employers may find helpful if they want to make recruiting and hiring veterans with disabilities a priority.
 - [Veterans and the ADA](#)
- This tool focuses on developing a youth-driven transition plan through a team approach for young people in foster care. It includes tips on how you can be a supportive adult, helping youth identify their strengths and needs, and support them on a track to success.

- [Transition Planning Toolkit for Youth Exiting Foster Care](#)
- This Library of Congress resource provides information about public and private programs and services assisting justice-involved individuals with finding employment.
 - [Employment Guide for Justice Involved Individuals](#)
- This Criminal Record Online Toolkit created by Cornell University ILR Labor and Employment Law Program provides information about criminal records and employment law for job seekers who have been involved in the criminal legal system. It also assists employers in rethinking their approach to hiring, engages in research to study reentry practices, and influences policy makers and legislators on criminal justice reform.
 - [Guidance on Criminal Records and Employment](#)