




Title:	Business Relations – Job and Candidate Sourcing
Policy #:	30-BR-01
Legal Reference:	ORC 3304.15
Date:	August 21, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	Division of Employer and Innovation Services in conjunction with the Bureau of Vocational Rehabilitation
Supersedes:	N/A
History:	N/A
Review/ Implementation	Begin Review – 02/21/19 Implement Revisions By – 08/21/19

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules and policy in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for establishing employer relationships including job sourcing and candidate sourcing in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code, Ohio Administrative Code) Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

Candidate Sourcing – the process by which OOD “Job Ready” individuals are identified and screened for suitable job opportunities.

Employer Partner – an employer that OOD has developed a partnership, through development of a communication strategy, in order to support the employer with outreach, recruitment, hiring and retention of “Job Ready” individuals.

Job Ready – a status in AWARE to which eligible individuals are assigned when ready for job placement.

Job Sourcing – the process by which available employment opportunities are determined suitable for qualified “Job Ready” individuals.

Matching Tool – the AWARE Employer Module mechanism that identifies “Job Ready” individuals that have similar employment outcomes to the job opportunities entered into the matching tool.

Ohio Business Leadership Network (OHBLN) – an association of Ohio employers, who are affiliates of the U.S. Business Leadership Network (USBLN), who have active initiatives to recruit, hire and retain individuals with disabilities.

OhioMeansJobs Centers – offices run by the Ohio Department of Job and Family Services (ODJFS) that assist employers with employee recruitment and individuals with job search assistance, job training, and more.

Workplace Initiative – a partnership between an employer, OOD and possibly a Community Rehabilitation Partner (CRP) that involves identifying available job opportunities and actively working with OOD or a CRP to identify qualified, “Job Ready” individuals for these positions.

V. POLICY

A. General

1. OOD shall provide various information to individuals and if applicable, his/her parent or legal guardian throughout the VR process as required by law (e.g. rights and duties). This information shall be provided in writing and when appropriate, in their native language or through an appropriate mode of communication.
2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy and subsequent procedures. If supervisory or management approval is required during the VR process, the supervisor or manager shall either document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.

B. Establishing and Maintaining Relationships with Employers

1. Promotion and establishment of OOD as a workforce development resource to encourage the employment of individuals with disabilities.
 - a. Employer Partners shall be established along with strategies for maintaining and supporting these partnerships.
 - b. Employers, agencies, business groups, boards and other stake holders, including but not limited to, Chambers of Commerce, Port Authorities, Economic Development Agencies, Workforce Investment Boards, Rotaries, Kiwanis and OhioMeansJobs Centers, shall be engaged.
 - c. Relationships shall be fostered with business entities which include, but are not limited to, the Ohio Business Leadership Network (OHBLN), the Industry Liaison Group (Group) and other Workplace Initiative Employers.

C. Job Sourcing

1. OOD shall work with Employer Partners to identify suitable job opportunities for “Job Ready” individuals.
2. OOD shall use the Matching Tool in the AWARE Employer Module to identify “Job Ready” individuals who should be considered for the job opportunities and provide this information to the field.

D. Candidate Sourcing

1. OOD shall screen identified “Job Ready” individuals and if applicable, assist them with applying and interviewing for suitable job opportunities.

E. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- AWARE Manual

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in “Policy and Procedure Development, Review, Dissemination and Acknowledgement” (10-ADM-01).