



Want to Learn More?

- For additional information, view the short, web-based **“Employment of People with Disabilities: A Roadmap to Success”** training.
- This training provides DHS hiring managers and supervisors with strategies, techniques, and resources to enable them to successfully hire and manage employees with disabilities, as well as meet the Department’s important organizational goals. The training also contains an extensive “Resource Guide” with tools and information that makes hiring people with disabilities a quick and easy option.
- Plus, you can hear powerful personal video testimonials from five DHS employees with disabilities.
- To view this training program and access the “Resources Guide,” go to:
www.dhs.gov/CivilLibertiesInstitute.



This brochure was created by the DHS Office for Civil Rights and Civil Liberties in conjunction with the DHS Chief Human Capital Office based upon the Equal Employment Opportunity Commission’s guidance on Schedule A for the Hiring Manager. This brochure is available in alternative formats upon request.

For additional information, contact:

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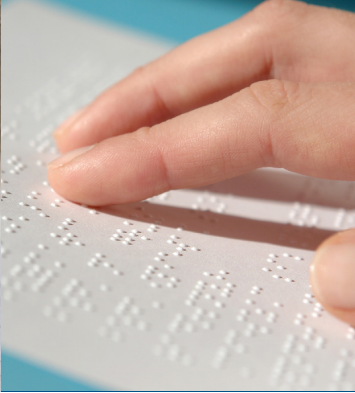


The ABCs of SCHEDULE A

For the Hiring Manager

How to Use the Schedule A Appointing Authority to Hire Qualified Persons with Disabilities





What is Schedule A?

Schedule A is an appointing authority that may be used to hire qualified persons with disabilities quickly:

- without going through the typical recruitment process;
- without posting and publicizing the position; and
- without going through the certificate process.

Benefits

- Individuals with disabilities are an untapped source of excellent applicants and contribute to a more diverse workforce.
- Critical job vacancies can be filled quickly with well-qualified candidates without the delays normally associated with the federal hiring process.
- Posting a vacancy announcement is not required.
- Applications may be accepted at anytime, before and after a vacancy announcement is posted, up to the point of selection.
- Using this appointing authority supports the DHS Career Patterns Initiative. Growing emphasis on telework, job sharing, and alternate work schedules may be used to help meet the needs of applicants with disabilities.
- “Surplus Employee” lists do not have to be cleared prior to making Schedule A selections.

Easy How-To Steps!



Contact your SPC

- Hiring managers should first approach the Selective Placement Coordinator (SPC) or Disability Program Manager (DPM) in your component. You will find the contact information for your SPC/DPM at: www.dhs.gov/CivilLibertiesInstitute.
- Alert the SPC/DPM of the job opening and list the particular competencies that the ideal candidate should possess to perform the essential functions of the position.
- The SPC/DPM will then provide you with potential Schedule A candidates who have been determined to meet the qualifications for the position. The number of candidates available will vary depending on the level of specialty required by the job.
- Resources for hiring include, but are not limited to, the following: local colleges and universities, Vocational Rehabilitation service providers, the Employer Assistance & Recruiting Network (EARN), the Department of Labor’s Workforce Recruitment Program (WRP), the Department of Defense’s Wounded Warriors Program, and counterparts at other agencies.



Make a selection

- You should now review the resumes and references of the applicants, conduct interviews, and make a selection. Resume and reference reviews should accurately assess job readiness.
- Relay the selection decision to the appropriate persons within your human capital or resources office, who will extend the offer of employment on behalf of the agency.
- If you are not satisfied with any of the Schedule A applicants presented, you retain the option of using the traditional competitive process to fill the job vacancy.



Coordinate with your SPC

- Once an offer of employment is accepted and a background investigation is completed, a start date will be established to bring your selectee on board. You should coordinate with your SPC/DPM and/or your human capital or resources office to ensure that any accommodation needed is in place on your new employee’s first day.

That’s It!