



Policy No. 008	Subject: Services to Employers
Section: IVRS Overview	Revised: 09/2016
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. TRAINING AND SERVICES FOR EMPLOYERS

IVRS may provide training and technical assistance to employers regarding the employment of job candidates or individuals with disabilities. Technical assistance, consultation and support may be provided to employers on workplace accommodation, assistive technology, and workplace access to enable employers to recruit, job match, hire, and retain qualified job candidates. IVRS may assist employers with utilizing supports for hiring or accommodating job candidates.

Such training and support may include:

- a. Training on disability awareness and person-first language;
- b. Training and discussion on requirements under the Americans with Disabilities Act of 1990, as amended;
- c. Discussing employment-related laws;
- d. Developing opportunities for work-based learning experiences (including internships, short-term employment, apprenticeships, fellowships, on-the-job trainings, and other workplace learnings and Pre-Employment Transition Services (Pre-ETS));
- e. Developing accounts with employers to be a resource to them in their recruitment, hiring, and job retention practices;
- f. Identifying and recruiting qualified applicants who are job candidates;
- g. Developing special events, projects, and initiatives that connect business with a job candidate talent pool;
- h. Identifying business needs related to sector partnerships including coordination with the workforce system;
- i. Developing opportunities for connecting business needs with career pathways and job-driven models of employment; and



- j. Educating hiring managers on the value that job candidates add to the work environment through their skills and unique talents.

2. AGENCY EXPECTATIONS

All IVRS staff are expected to network with business and industry in order to create opportunities for job candidates to prepare for, obtain, retain, or advance in employment:

- a. Contact businesses in the local area to identify training and job opportunities;
- b. Contact businesses to learn about their unique labor needs both currently and future projections;
- c. Follow-up with business and industry regarding their needs, job development, placements, etc.
- d. Support business and industry in a timely manner when a job candidate requires additional support;
- e. Connect special projects and initiatives to Sector Board needs and infuse career pathway details so job candidates understand the opportunities.
- f. Begin discussions on initiatives with the needs of the business and then determine how to assist job candidates to meet those needs;
- g. Provide on-the-job training opportunities;
- h. Develop pre-apprenticeship opportunities so trainings result in quality employment;
- i. Develop programs and services that focus on the needs of the businesses and the 21st Century Work Skills; and
- j. Align initiatives, projects and special events with Sector Boards and Career Pathways when delivering Pre-ETS.

3. PERFORMANCE MEASURES

Agency expectation is to enter services provided to employers in the designated data collection system in the same quarter the service occurs.

4. EXCEPTIONS

- a. Providing or paying for any good or service that is the legal responsibility of the business.



5. APPLICABLE FORMS

- a. [IVRS Business Services Worksheet](#)
- b. [How-To Guide for Documenting IVRS Business Services](#)
- c. [Request for Exception to Policy](#)