

**SECTION VI.**  
**ASSESSMENT OF EXTERNAL OUTREACH**  
**AND RECRUITMENT EFFORTS**

A. Data Display. Data has been assembled for the Applicant/Hire Analysis of individuals with a disability and protected veterans for staff and faculty positions for the period September 1, 2014 through August 31, 2015. These data are shown in Exhibits 4 and 5. Data has also been assembled for a Utilization Analysis of these two groups for staff and faculty employees as of August 31, 2015 and are shown in Exhibits 6 and 7. An organizational profile of employed disabled individuals and veterans in a Workplace Analysis display is presented in Exhibit 8.

B. Data Review and Analysis.

1. Individuals with a Disability.

a. Applicants/Hires. For staff positions, the ratio of disabled individual applicants hired to total applicants hired is 6.25%, which is higher than the ratio of disabled individual applicants to total applicants - 3.63%. See Exhibit 4. A majority of the applicants were seeking positions in the Advanced and Entry-Level Professionals and Entry-Level Clericals job groups. Eight individuals with a disability were hired into the Advanced and Entry-Level Clericals, Advanced and Entry-Level Professionals, Custodians, and Research job groups. For faculty, the ratio of disabled applicants to total applicants is 1.3%, and the ratio of disabled individuals hired to total hires is just over 3%. See Exhibit 5.

b. Utilization. The University employs 45 individuals with known disabilities. The general staff utilization rate for individuals with a disability, just under 4%, is below the federally-mandated utilization goal of 7%. See Exhibit 6. For faculty employees, the general utilization rate for individuals with a disability is 2.83%. See Exhibit 7.

2. Protected Veterans.

a. Applicants/Hires.

- Staff Positions. The University received 187 applications from protected veterans for staff positions. A majority of those applicants were seeking positions in the Advanced and Entry-Level Professionals job groups. The percentage of protected veteran applicants to total applicants is 5.65%. The overall ratio of protected veteran applicants hired to total applicants hired is just under 3.12%. See Exhibit 4. The four veterans hired were appointed to the following positions: in the Research job group - Research Engineer VI, Rotorcraft Systems Engineering and Simulation Center; in the Entry-Level Professional job group - Contract Administrator I, Office of Sponsored Programs; in the Advanced Clerical job group - Staff Assistant, Facilities and Operations; and in the Service/- Maintenance job group - Police Officer Recruit, Public Safety.

- Faculty Positions. The number of protected veterans who applied for faculty positions was quite small - 4, representing less than 1% of the total applicants. The 33 faculty hired did not include any protected veterans. See Exhibit 5.

b. Utilization. While the University is not required to analyze the utilization of protected veterans, it has done so. The protected veteran staff utilization rate is 4.14%. See Exhibit 6. The protected veteran faculty utilization rate is 2.20% . See Exhibit 7. In its workforce as a whole, the University employed 48 veterans, representing 4% of all of its employees. A majority of veterans (52%) work in the Research job group. See Exhibit 8.

C. Outreach, Training, and Recruitment Activities.

1. Individuals with a Disability.

a. Staff Employment representatives met with a Vocational Rehabilitation Counselor with Disability Services of Alabama (DSA) to discuss the University's process for posting job openings and to encourage clients of DSA to explore employment opportunities at UAH.

b. A representative from the Alabama Department of Rehabilitation Services visited with Staff Employment Representatives to discuss services

provided by ADRS and explore how UAH can assist with job placement for clients served by ADRS.

c. Staff Employment representatives established a relationship with Disability Staffing Services, a job placement service for professionals with disabilities.

d. Staff Employment representatives extended outreach to individuals with a disability by posting job openings on several websites that promote hiring individuals with a disability. These websites include ABLE and COSD, disabledjobs.org and jobs-for-disabled.org,

e. Human Resources continues to partner with the Alabama Department of Rehabilitation Services and Phoenix Industries to identify potential employment opportunities for individuals with disabilities. Staff Employment representatives met with an Employment Specialist at Phoenix Industries, toured the facility, discussed the services offered to individuals with a disability, and explored opportunities for partnership between UAH and Phoenix Industries.

## 2. Protected Veterans.

a. Human Resources personnel participated in a webinar entitled *How to Interpret a Military Résumé*, hosted by the Job Accommodation Network. The webinar provided guidance on how to translate veterans' military grades, ranks, and experience into common civilian language that HR professionals can understand. Additionally, the Military Occupational Code was explained as it relates to supervisory/managerial/leadership experience and veteran pay scales.

b. Human Resources personnel participated in the "Warriors to the Workforce" Redstone Arsenal Civilian Jobs Military Job Fairs. These events were designed for veterans, service members, and military spouses. Over 200 persons expressed an interest in employment opportunities at UAH, particularly in Logistics, Engineering, and Human Resources.

c. Human Resources participated in a seminar entitled *Traversing the Transition Wilderness - Alone and Unafraid*, hosted by Veterans Employment Services. A representative from Still Serving Veterans provided insights into the obstacles and challenges faced by many service members when they return from

deployment. Participants were provided with information that can be used to create a supportive environment for returning veterans.

D. Assessment and Action-Oriented Efforts.

1. Assessment.

a. Individuals with a Disability. The number of individuals with a disability who applied for and who were hired in staff positions at the University showed a healthy increase over the past year (2013-14: 60 applicants and 4 hires; 2014-15: 120 applicants and 8 hires). The relevant ratios also improved (2013-14: 1% applicants and 3% hires; 2014-15: 3.63% applicants and 6.25% hires). The unavailability of faculty applicant and hire data from last year prevents comparisons with this year's data, though it is noted that only one disabled individual was hired into a faculty position this year. In terms of utilization of individuals with a disability, since last year both the number and ratios for staff employees (2013-14: 10/1%; 2014-15: 36/3.63%) and for faculty (2013-14: 3/1%; 2014-15: 9/2.83%) have improved. These positive trends are welcomed, and the University will work to ensure that they continue.

b. Protected Veterans. The staff applicant and hire ratios for individuals in protected veterans groups have declined from last year (2013-14: 10% applicants and 7% hires; 2014-15: 5.65% applicants and 3.13% hires). It is also noted that the number of veteran applicants for staff positions experienced a dramatic decline, from 467 last year to 187 this year. The utilization rate for protected veterans among the University's staff employees declined slightly from last year's levels (2013-14: 5.5%; 2014-15: 4.14%). The utilization rate for faculty remained approximately the same (2013-14: 2%; 2014-15: 2.2%), though still low. The fact that no protected veterans were among the faculty hires prevented any real improvement in utilization. The reasons for the lack of progress and generally negative changes for veterans are not clear but will be explored.

c. General. The University's ability to monitor the presence of both protected groups in its workforce is largely dependent upon the willingness of

applicants and employees to self-identify. It is likely that some, if not many, such individuals are not engaging in self-identification, and as a result the number of individuals with a disability and protected veterans in the applicant and employment pools may be underreported. A greater emphasis on self-reporting by potential and current employees may result in an increase in reported numbers.

2. Action-Oriented Efforts.

a. To increase utilization, the University will continue to pursue partnerships with organizations that serve these groups. Human Resources will also provide training for managers and supervisors and increase outreach efforts at job fairs and recruiting events.

b. To promote the hiring of individuals with a disability, the University will post vacant staff positions with the following organizations that serve these individuals: The Alabama Business Leadership Employment (ABLE) Network, which maintains a network of businesses with a commitment to disability issues; Career Opportunities for Students with Disabilities, which assists disabled students and recent graduates with career development; and the Job Accommodation Network, which helps persons with disabilities enhance their employability.

c. To promote the hiring of protected veterans, the University will post vacant staff positions with the Hire Patriots.com and veteransjoblistings.com.