

(d) Illustrative Interview Questions

1 What positive steps have been taken for placement of the handicapped?

a Has a coordinator been designated for the installation?

b Has the designation been publicized in the organization?

c Does the installation coordinator receive informational material and guidance from his agency?

d What has been done to assure that supervisors understand the policy regarding employment of the handicapped and techniques available to facilitate the employment of the handicapped?

2 What is being done to employ and fully utilize the handicapped?

a Are recruiters informed about the program for placement of the handicapped?

b What steps are taken to utilize the services of the handicapped (job analysis, job modification, use of reading assistants, etc.)?

c What has been done to utilize employees who have developed mental or physical handicaps, or both, while employed, but not necessarily as a result of employment? (Liberal leave, reemployment, counseling, etc.)

d What is done to assure that valid physical requirements are established and applied for any position?

3 Have environmental factors had an impact in placement of the handicapped?

-- Has there been any modification of buildings or equipment to accommodate to the needs of the handicapped (i.e., widened doors, special ramps, modified tools or equipment, special parking facilities, etc.)?

4 Has the activity established means to test the effectiveness of its placement of the handicapped?

a What means does the activity use to determine the success of placements? (Turnover studies, accident rate, absentee rate, etc.)

b What successes have been achieved?

c Are there any problems or local conditions considered by the agency to be a bar to placement of the handicapped?