

About ICD – Institute for Career Development

ICD is a workforce development nonprofit for people with disabilities. Founded in 1917 and based in New York City, ICD specializes in assisting individuals as they prepare for and navigate career pathways at all stages of life from high school through adulthood. ICD's mission is to advance workforce accessibility for youth and adults with disabilities in NYC.

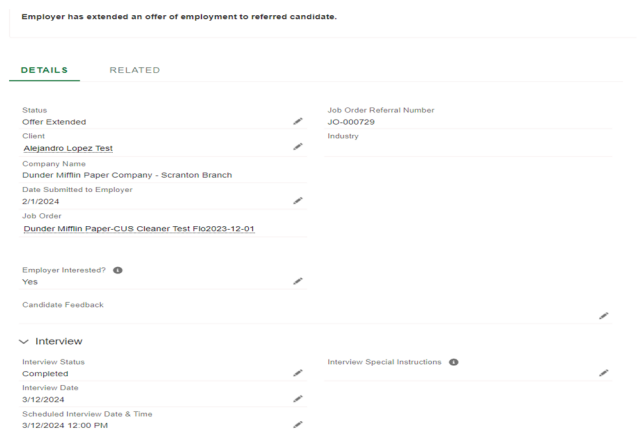


What problem is ICD trying to solve?

Every year thousands of individuals with disabilities begin their career journeys without the necessary resources they need to access gainful employment. To combat this, ICD and its employer partners will collaborate to remove obstacles to accessing employment services needed to support individuals with disabilities in obtaining and retaining career-track employment.

What is the Employer Partner Portal?

ICD's Employer Partner Portal is a specialized online job postings platform that provides an optimized way to recommend ideal candidates for specific job postings; then, conduct necessary follow-ups on those referrals. ICD will facilitate the process of: 1. applying for the job and 2. scheduling interviews between candidate(s) and the employer partner – with the goal of 3. matching the right candidate, including 4. assisting with the formal job offer letter and 5. facilitating with the job orientation process, and more!



How will the Employer Partner Portal benefit my organization and its hiring process?

- **ICD's Employer Partner Portal provides direct access for employer partners to maintain open and organized lines of communication.** The portal utilizes an easy-to-read format seen only by ICD and the referring employer about expected tasks and desired outcomes for each referral.
- **ICD's Employer Partner Portal is user-friendly and well-documented.** The employer partner can directly post jobs onto the platform and immediately have access to all candidates who have referred to the posting, including candidate profile (skills and attributes), cover letter and resume, and any other pertinent information they need to be able to decide if they are interested in a candidate.
- **Here are some of the great benefits that employer partners will have access to:**
 - ✓ Each employer can directly access ICD's Job Order functions, which will be automatically sent to the assigned Job Developer for the job candidate.
 - ✓ Job Developer can classify jobs by Industry and Skill Level, as well as Worker Attributes required and the Main Contact at the employer partner account.
 - ✓ ICD can recommend job candidate(s), and indicate interest as well as request/schedule interview(s) for clients.
 - ✓ Get feedback directly from employers, if declined to consider, based on Resume and/or Interview and utilize that information to better prepare candidates for future job applications.
 - ✓ Help extend a job offer to candidates and prepare them for the Onboarding Process and First Week on Job (as well as sign release paperwork for Job Placement documentation).

If you'd like to be an ICD partner and be able to refer clients to us and for ICD to refer clients to you – with full access to the CBO Partner Portal, please email us at info@icdnyc.org!