

Connect-700 Quick Reference Guide

Eligibility Criteria:

Have one of the following disabilities **and** the disability has been shown to negatively impact applicants' ability to demonstrate their skills abilities in the standard competitive selection process include:

- Deafness
- Blindness (legal blindness)
- Intellectual disability or cognitive disability
- Partially or completely missing limbs
- Autism
- Cancer
- Cerebral palsy
- Diabetes
- Mobility disabilities requiring the use of a wheelchair or other personal mobility
- Multiple sclerosis
- Muscular dystrophy
- Major depressive disorder
- Bipolar disorder
- Post-traumatic stress disorder
- Obsessive-compulsive disorder
- Schizophrenia
- HIV infection devices
- Epilepsy

The standard competitive selection process generally consists of one or more of the following:

- Telephone interview
- In person interview
- Panel interview

Job Seeker Instructions to Become Eligible:

- 1) Fill out the eligibility application form - https://mn.gov/mmb/assets/Connect%20700%20Application%20for%20Eligibility10-16_tcm1059-259853.pdf.
- 2) Have medical provider or vocational rehabilitation staff fill out verification part of the form.
- 3) Submit the completed form to careers@state.mn.us at the Equal Opportunity Diversity and Inclusion ("EODI") office OR mail to Office of Inclusion and Diversity 658 Cedar Street, Suite 300 St. Paul, MN 55155. ONLY THE EODI OFFICE CAN ACCEPT THIS FORM. DO NOT SEND IT ANYWHERE ELSE.
- 4) If your application is approved, the EODI office will send you a Proof of Eligibility certificate.

Authorizing Professional Instructions for Eligibility:

- 1) Review eligibility criteria to ensure individual meets the criteria.
- 2) Complete page 2 of eligibility application form.
- 3) Return the form to the customer.
- 4) Make sure there are releases of information signed, if necessary.

To Apply for Jobs:

- 1) Find a posting (any permanent, classified position is eligible) that you are interested in on the state careers website – <https://mn.gov/mmb/careers/>.
- 2) Make sure that you meet all of the minimum qualifications for the position and your resume clearly shows this.
- 3) Apply for the position.
- 4) Locate the contact information on the bottom of the job posting.
- 5) Contact the individual to tell them that you would like to be considered under Connect-700 and attach your Proof of Eligibility Certificate to an email to them or send it in to them by mail BEFORE the job closes.
- 6) Meet with the hiring manager to discuss the job requirements and your skills, if applicable.
- 7) If selected, you will be given an on-the-job trial work experience for up to 700 hours to demonstrate that you can perform the job successfully.