

Appendix L

Refusal Conversion Letter

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Employer Name
Street Address
City, State Zip

Dear Employer:

You were recently contacted about the *Survey of Employer Perspectives on the Employment of People with Disabilities* that Westat is conducting for the Office of Disability Employment Policy (ODEP), U.S. Department of Labor. ODEP is interested in learning how employers recruit and retain employees with disabilities. By gathering this information from senior executives, ODEP will be better able to develop policies that increase the number of people with disabilities who work.

I understand that you are busy and have many demands on your time and energy, but I am writing to urge you to participate in this important national study. Data collected from this survey will provide information to assist ODEP in developing and implementing specific policies and practices that will enhance the employment opportunities for people with disabilities. Knowing this information will enhance the ability of ODEP to engage employers on how to hire, retain and promote individuals with disabilities. Assessing employer attitudes towards hiring and retaining individuals with disabilities will allow ODEP to better understand employer successes and concerns, as well as more effectively share best practices in hiring, retaining, and promoting individuals with disabilities.

Information from this study will also allow ODEP to provide guidance to groups that advocate for employment of persons with disabilities, such as vocational rehabilitation professionals in the states, independent living centers, the United States Business Leadership Network, AAPD and similar disability organizations. This opportunity reinforces efforts to encourage more participation of individuals with disabilities in the labor market and provide better outcomes for individuals with disabilities.

I have asked a Westat interviewer to contact you again. When the interviewer calls, please feel free to set up a time that works for you to have the interview call back and administer the survey. It should only take about 20 minutes. If you have concerns or questions about the survey, please call Westat at 1-800-XXX-XXXX. The success of this survey depends on the cooperation of employers like you throughout the country.

Thank you in advance for your help.

Sincerely,

XXXXXXX