

Resource for Hiring Persons with Disabilities -

OPM's Shared List of People with Disabilities (also referred to as the Bender List)

Background:

- OPM's Shared List of People with Disabilities is a list of people who are eligible to be hired non-competitively through the Schedule A (5 CFR 213.3102(u)) hiring authority. This resource is provided free to all federal agencies.
- OPM has posted the Shared List of People with Disabilities on the MAX Federal Community found at www.max.gov.

Instructions for viewing resumes:

To access the Shared List and view the resumes of eligible candidates, please follow the steps listed below:

- Step 1: Go to the MAX Homepage - www.max.gov
- Step 2: Click the link at the top that says "**Register Here**"
- Step 3: Fill out the short registration form - you will then receive an immediate email response from MAX, granting access to the MAX system
- Step 4: Upon receipt of the email, click on the enclosed link to create your password and activate your account
- Step 5: Once you have established your password and your registration is complete, **LOGIN** to the MAX homepage – www.max.gov, and click on the Featured link "**Go to the MAX Federal Community**"
- Step 6: Once in the Community, enter "**OPM Shared List of People with Disabilities**" in the SEARCH box
- Step 7: Click on the Result that says "OPM Shared List of People with Disabilities (Home)" - (Add that link to "MY FAVORITES", for future reference)
- Step 8: Click on the "Search the Shared Lists"
- Step 9: In the "Search Navigation", you will be able to view resumes of eligible candidates, by the state in which you would like to hire, for the following occupations: Accountant, Budget Analyst, Contact Representative, Contract Specialist, Finance, HR Assistant, HR Specialist, IT, Misc. Clerical, Secretary and Other.