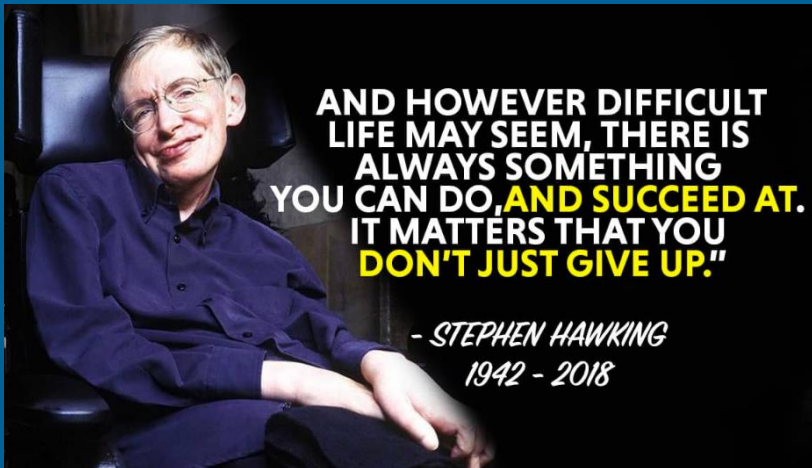


Best Practices to Hiring Persons with Disabilities



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Best Practices Objectives

- Recruiting
- Interviewing
- On-Boarding



Best Practices for Recruiting Candidates with Disabilities

- Establish internal policies that prioritize hiring people with disabilities;
- Ensure that hiring people with disabilities is a part of the company's overall hiring plan;
- Conduct targeted outreach to attract qualified candidates with disabilities;
- Develop community connections;
- Retain and review applications from applicants with disabilities for potential future openings;
- Maintain accessible online job applications and recruitment materials.



Targeted Outreach

- Develop community based partners that have connections to qualified candidates;



- Post Job Announcements in targeted spaces designed for persons with disabilities, in disability related publications and with disability organizations;
- Create positions and internships, specifically for persons with disabilities.

Community partnerships may fund recruitment, training, and job retention supports through public or private dollars.



Educational Pipeline

Ongoing community partnerships will facilitate the employers ability to diversify its workforce.

- **Look beyond the campus career center and reach out to schools' disability services office.**



These groups also may provide tips on how to appropriately interact with people with disabilities, whether they are customers, job seekers or employees.

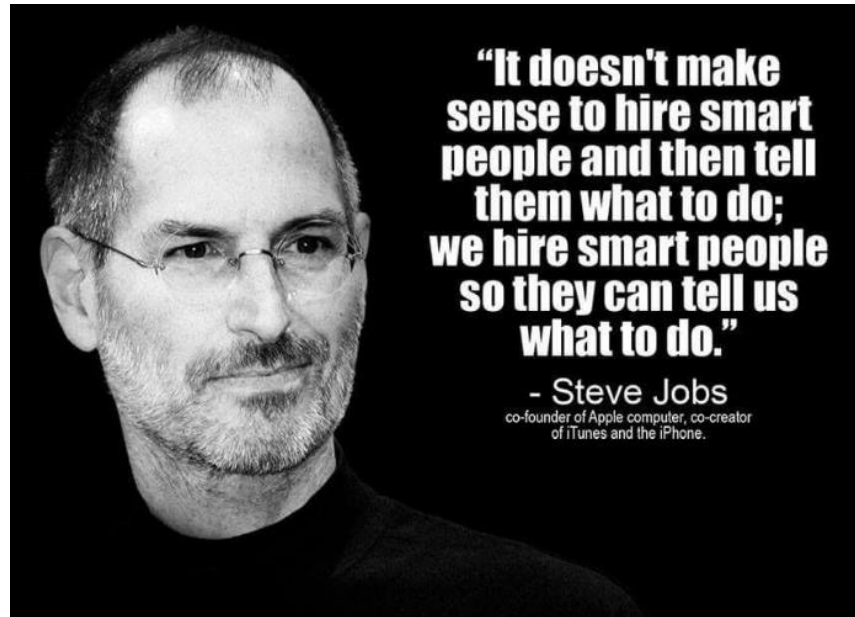
Provide Equal access for applicants with disabilities



- Ensure job announcements are posted in formats that accessible to candidates with disabilities;
- State on the job announcement that persons with disabilities are encouraged to apply;
- Ensure the online application systems, including online pre-employment tests are accessible to candidates with disabilities;
- Confirm that interviews are conducted at locations that are physically accessible to persons with disabilities;
- Inform applicants ahead of time what the interview process will include and provide them the opportunity to request a reasonable accommodation;
- **BE PREPARED:** to provide a reasonable accommodation for applicants, interviewees, and accommodations for pre-employment tests etc. in a timely fashion.

What can I ask about a persons disability?

- Ability to perform the job with or without a reasonable accommodation;



- Request that an applicant describe or demonstrate how they would perform a task or achieve job outcomes.

The Show MUST Go On!



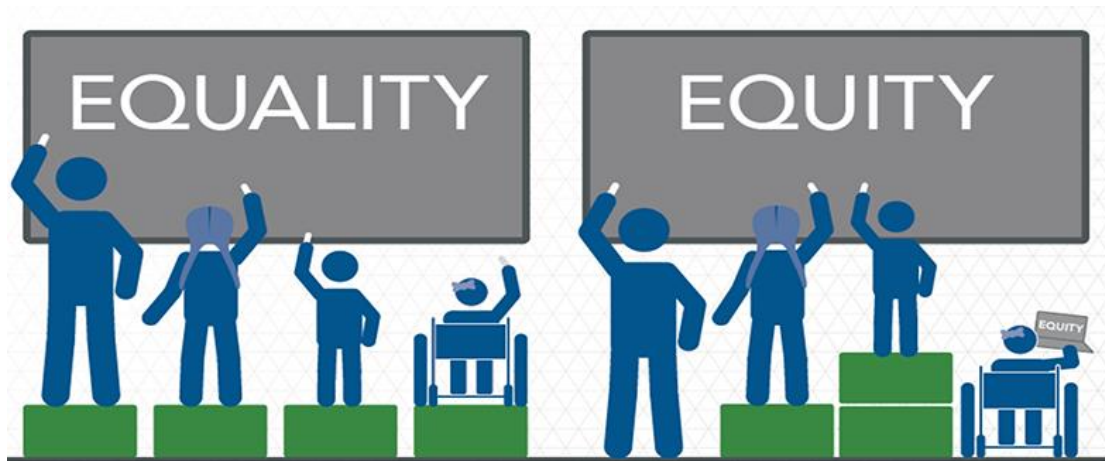
Best Practices: On-Boarding



- Persons with disabilities may be hesitant to self-identify; there can be confusion as to how much information to share, when and with whom to share it, and fear as to how a supervisor or colleagues will respond.
 - **Do managers and others in your organization know how to appropriately respond to a person with a disability?**
- Ensure that new employees have the tools and resources necessary to do the job. For a person with a disability you will want to have information on disability specific information such as the reasonable accommodation procedure and have orientation materials that are in accessible formats.

Equitable Access to Career Development

- Hold management accountable for implementing practices that support diversity;
- Ensure online professional development trainings and materials are fully accessible;
- Reserve a portion of employee training funds to provide disability related accommodations for training needs.
- Offer mentoring programs and opportunities for traditionally under-represented groups.





PROMOTING INCLUSION

EMBRACING
Diversity

SUPPORTING EQUALITY



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- Include making disability employment part of the workforce development strategy, it should be aligned with the organization's business goals and objectives.
- Review hiring efforts (especially online applications), on-boarding, and training to ensure people with disabilities can effectively assimilate into the organization.
- Increasing organizational awareness, understanding and acceptance of people with disabilities, and celebrate their achievements and contributions.

Any Questions?

