Hiring People with Disabilities

What Employers Need to Know
- Recruiting
- Hiring and Onboarding
- Work Immersion and Productivity
- Career Advancement
- Retention
- Post-Employment and Retirement

https://www.peatworks.org/digital-accessibility-toolkits/
Recruiting
3 Quick Tips for Employing People with Disabilities

**Recruiting Process**

- Inclusive Job Descriptions
- Accessible Applications
- Delay Judgment

- Social media platforms
- Recruitment portals and online job banks
- Corporate websites
- Online job applications
- Pre-employment screening tools
- Digital interview technology
- Applicant tracking systems

Avoid making assumptions about a candidate’s ability to “feel comfortable” on your team or in the position.
Where to Find Talent

- Reaching out to the local Workforce Development Board (WDB)
- Partner with local Supported Employment agencies
- Posting job openings with the Employer Assistance and Resource Network on Disability Inclusion (EARN)
Appeal to job seekers with disabilities

- Spotlight messaging to veterans and people with disabilities on career pages
- Consider individuals with employment gaps in their resume
- Include explicit statements about the value of inclusion and diversity
- Promote options for flexible work (e.g., remote/virtual work, flexible hours).
- Review job descriptions to evaluate whether inflexible standards can be removed
# Inclusive Job Descriptions

<table>
<thead>
<tr>
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<th>New Description</th>
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<td>Must be able to stand for long periods of time</td>
<td>Ability to remain at work station for long periods of time</td>
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(In)Accessible Applications

1. Complex Navigation
2. Inaccessible Form Fields
4. Un tagged Images and Graphics
5. Lack of Support for Mobile Devices
“We encourage people with disabilities to apply.”

“If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to...”
Welcome to TechCheck, a powerful but simple tool to help employers assess their technology accessibility practices. Whether you have a formal accessible technology effort or not, TechCheck can help give you a benchmarking "snapshot" of the current state of your technology, the accessibility goals you want to reach, and what steps you might take to achieve them.

TechCheck is scalable and intended for U.S. employers of all types—public or private sector, large or small. What you can expect:

- **It's quick and easy.** TechCheck takes about 10-15 minutes to complete.
Your workplace uses many ICT products in different categories. For each of the following categories, indicate how accessible you think these technologies are overall.

**Software and web, including cloud and mobile apps**
- We are confident that these are accessible.
- These are mostly accessible, but we are aware of some barriers.
- These have significant barriers, or I do not know how accessible they are.

**Content and media, such as word processing documents and videos**
- We are confident that these are accessible.
- These are mostly accessible, but we are aware of some barriers.
- These have significant barriers, or I do not know how accessible they are.

**Communication and networks, such as phone and e-mail systems**
- We are confident that these are accessible.
- These are mostly accessible, but we are aware of some barriers.
- These have significant barriers, or I do not know how accessible they are.
“when an employer could reasonably believe that an applicant will need reasonable accommodation to perform the functions of the job, the employer may ask that applicant certain limited questions. Specifically, the employer may ask whether s/he needs reasonable accommodation and what type of reasonable accommodation would be needed to perform the functions of the job”
Onboarding & Retention
Every hire should serve as a foundation to build upon.
What has worked?
Where is it written?
Hire the Best

1. Adopt a hiring policy that includes disability among the positive selection factors.

2. Ensure that the hiring manager documents reasons for the non-selection of any pre-qualified candidates with disclosed disabilities.

3. Provide opportunities for practice interviews for job seekers with disabilities referred by community-based organizations who meet qualification standards, as a way of identifying potential candidates for current or future job vacancies.

4. Implement a mechanism for hiring managers to provide feedback on applicant interviews.
Help Your Hiring Manager By..

Reviewing the company's eligibility criteria and any company-specific qualification standards for positions to identify and revise those that are unnecessarily restrictive and potentially exclude people with disabilities.

Aid in the identification of the essential functions of positions to ensure applicants have the requisite knowledge, skills and abilities to successfully perform the functions.

Reviewing human resource processes and their implementation on an annual basis.
Retention

Strategies for Optimization

Workplace Flexibility  Formalized Evaluations  Employee Resource Groups  Offer Growth and Mentoring
<table>
<thead>
<tr>
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<tr>
<td>Addison's Disease</td>
<td>Drug Addiction</td>
<td>Multiple Chemical Sensitivity</td>
</tr>
<tr>
<td>Aging</td>
<td>Dystonia</td>
<td>Multiple Sclerosis</td>
</tr>
<tr>
<td>Albinism</td>
<td>Eating Disorders</td>
<td>Muscular Dystrophy</td>
</tr>
<tr>
<td>Alcoholism</td>
<td>Ehlers-Danlos Syndrome</td>
<td>Myasthenia Gravis</td>
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<td>Alzheimer's Disease</td>
<td>Electrical Sensitivity</td>
<td>Obesity</td>
</tr>
<tr>
<td>Amputation</td>
<td>Epilepsy/Seizure Disorder</td>
<td>Obsessive Compulsive Disorder (OCD)</td>
</tr>
<tr>
<td>Amyotrophic Lateral Sclerosis (ALS)/Lou Gehrig's Disease</td>
<td>Essential Tremors</td>
<td>Paraplegia</td>
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<tr>
<td>Anxiety Disorder</td>
<td>Fetal Alcohol Syndrome</td>
<td>Parkinson's Disease</td>
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Supported Employment
Employment Support Professional

Job Coach = Disability Employment Consultant

Employment Specialist
How can Supported Employment Help?

- Recruiting
- Hiring & Onboarding
- Work Immersion & Productivity
- Career Advancement
- Retention
A word from Walmart
THANK YOU