

Research has shown hiring and retaining persons with disabilities is good for business! Use this checklist to ensure that you are a disability friendly workplace. If you checked “NO” to any of the boxes, contact IVRS for a free in-person consultation.

RECRUITING

QUESTION	YES	NO
Does company have commitment to inclusion of individuals with disabilities in corporate mission statement, descriptions, policies and procedures?		
Does company highlight a disability-friendly and inclusive image in community outreach materials, including appropriate language about inclusivity and information about available accommodations?		
Do images of people with disabilities appear in advertisements, collateral materials and external communications?		
Is the company’s website accessible to users of screen readers and/or other computer related accommodations?		
Does company have a reasonable accommodation policy and process in place?		
Do job descriptions and postings specifically outline essential functions of job requirements so that applicants can accurately assess appropriate skill set?		
Is company actively collaborating with agencies to attract job applicants with disabilities?		
Does company information and job advertisements affirm commitment to hiring individuals with disabilities?		
Has company developed community linkages that help facilitate ability to diversify workforce?		
Does company retain and review applications from persons with disabilities for future openings?		
Is company's website compliant/able to pass minimum web accessibility guidelines as set by the WCAG?		

APPLICATION

QUESTION	YES	NO
Is application process, including online applications, accessible for all applicants?		
Does company have the ability for applicant to upload video resume?		
Does your company inform applicants ahead of time if they will be required to take a test to demonstrate their ability to perform actual or simulated task and do you describe the test format so that they can request a reasonable accommodation if necessary. This may include providing more time to complete a test. If you require pre-employment testing, do you offer accommodations?		
If you require pre-employment testing, is the testing needed to complete the essential functions of the job (both physical and intellectual)?		

INTERVIEWING

QUESTION	YES	NO
Do recruiters receive training on interviewing job candidates of all abilities?		
Is interview process accessible or adapted for all applicants?		
Do you ask if an accommodation is needed for the interview?		
Are the interview questions relevant to the essential functions of the job?		
Does your company conduct interview in a manner that emphasizes abilities, achievements and individual qualities?		
Does company allow for a project for the applicant to submit showing their ability to do the job versus talking about it?		
Does company provide interview questions in advance?		

ONBOARDING

QUESTION	YES	NO
Does company create natural supports for employees of all abilities, such as redirection, asking questions, positive reinforcement, demonstration and feedback among supervisors and colleagues?		
Does company assign mentors to new staff?		
Does company offer alternative ways to train new employees based on learning styles?		
Does company onboarding materials contain expectations and company commitment to diversity and inclusion?		

RETENTION

QUESTION	YES	NO
Are all employees trained on and provided with continuing education on disability awareness and inclusive behavior?		
Is outside facility, including parking and entrances, accessible for individuals with physical limitations?		
Is inside facility, including restrooms, doorways, hallways, meeting spaces, lighting and assistive listening devices accessible and available for individuals with disabilities?		
Does your company ensure all forms are accessible to all abilities?		
Does your company ensure all persons are included in employee social activities that happen after work hours?		
Is your company open to a conversation about job restructuring or job sharing?		
Are all forms also available in audio, electronic and/or other formats?"		
Are all employees provided or given access to a workstation ergonomic assessment to support employees with primary tasks working on the computer or at a workstation?		