

# ADDITIONAL RESOURCES

## Sample Needs Self-Assessment Form

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### 1. COMPANY GOALS:

What are your overall goals for the company in terms of profit, production and value demonstration? How do you think a disability employment and inclusion project fits into these goals?

### 2. DIVERSITY/HUMAN RESOURCE GOALS:

How many people do you hire per year? What type of people do you look for? What are your diversity goals in terms of hiring numbers, training and inclusion? How do you recruit? Who are your recruiting partners? How do you want to improve recruiting/diversity? Where do you see the disability employment and inclusion project having the biggest impact in terms of your diversity/HR goals?

### 3. EMPLOYEE RETENTION/SUPPORT HISTORY:

What are your key strategies related to employee retention? How do you support employees who may be struggling? Have you made any reasonable accommodations in the past? If so, what were the supports and related performance concerns?

### 4. MARKETING/PUBLIC RELATIONS GOALS:

What is your public relations focus? Do you have specific “marketing niche” areas? Is the disability community a possible marketing target? How does a disability outreach fit into your brand image?

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### 5. INCENTIVE PLANNING:

Do you regularly tap into federal/state/local economic and workforce development incentives? Do you pursue job training or other type of grants? Do you collect the Work Opportunity Tax Credit (WOTC)? How would the potential incentives you secure through your disability employment and inclusion efforts be most impactful?

### 6. AFFIRMATIVE ACTION GOALS:

Summarize your overall affirmative action goals. How do you see the disability employment and inclusion initiative fitting into your overall affirmative action efforts?

### 7. OBJECTIVES OF A DISABILITY-FOCUSED OUTREACH:

List specific objectives you would like to see related to your disability employment and inclusion efforts. What do you see as the overriding goal of these efforts?

Other Comments: