

4 Steps for Finding and Hiring Employees With Disabilities

When you're planning for disability inclusion, you need to think about your approach to recruitment and hiring. Making some adjustments lets you find the best talent for the job.

1. Adopt practices and policies to make the process more inclusive.

- Include disability in all hiring initiatives and set concrete recruiting goals that demonstrate your company's commitment to inclusion.
- Create job descriptions without extra requirements that aren't directly related to key responsibilities.
- Adopt a clear, written accommodations policy for recruiting, screening, and interviewing.
- Make sure recruiting forms and materials are accessible and available in different formats, like braille or large print.
- Check your online application process for barriers to jobseekers with disabilities.

2. Build a pipeline of qualified candidates who can fill any role in your company.

- Consider enlisting the help of a disability employment expert. Explore our website to learn how the Workplace Initiative can support you with this.
- Reach out to state agencies, such as vocational rehabilitation (VR) offices.
- Reach out to nonprofit and national agencies in your community, such as Easterseals, The Arc, or Goodwill.
- Contact the career service office and disability resource center at local universities, community colleges, and technical and vocational schools.
- Reach out to local high schools and to transition programs that serve young adults.

3. Determine where applicants with disabilities might be getting shut out.

- Design assessments to find out the skills and abilities candidates have. Give alternate ways to do activities so that all candidates have the chance to show what they can bring to the job.
- Send information about the interview ahead of time: the schedule, who will attend, what you'll talk about, and instructions for any activities.
- Invite candidates to ask for accommodations for any part of the interview process.
- Make sure all recruiters and hiring managers are trained on your accommodations policy and know what to do if a candidate requests an accommodation.

4. Adopt inclusive interviewing practices.

- Provide any requested accommodations.
- Consider how accessible the physical space is. Think about sensory sensitivity – how noisy and bright is the space?
- Focus on key responsibilities. Leave out questions about tasks that aren't essential.
- Allow five-minute breaks after 45 minutes of interviewing.