

Inclusion@Work Overview

EARN Training Center
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Inclusion@Work Framework



Lead the Way: Inclusive Business Culture



- Making equal employment opportunity for individuals with disabilities an integral part of the company's strategic mission
- Implementing a comprehensive, repeating series of equal employment opportunity initiatives and building a related infrastructure, with leadership as the catalyst
- Developing and communicating policy statements and other illustrations of the company's – and senior leadership's - commitment to disability diversity and inclusion
- Highlighting inclusive practices in hiring and advancement
- Developing emergency management plans that specifically address the needs of employees with disabilities
- Seeking input regarding the existence of an accessible and disability-inclusive workplace environment
- Establishing an enterprise-wide team or affinity group

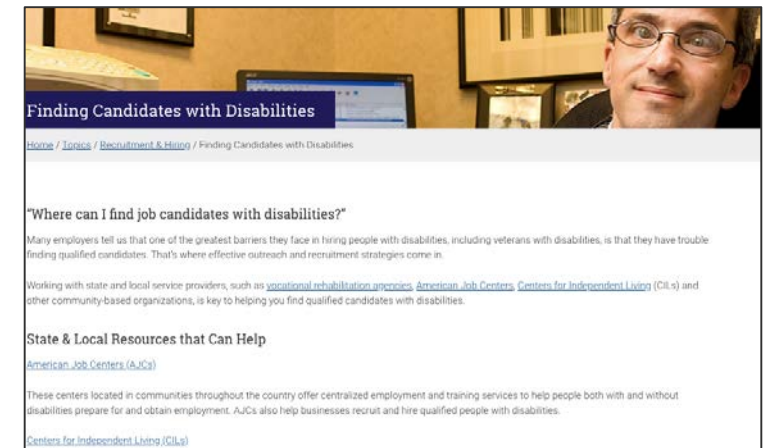
Build the Pipeline: Outreach & Recruitment



- State Vocational Rehabilitation Agencies [Directory](#)
- Workforce Development System Entities
 - [Directory of American Job Centers](#)
 - [CareerOneStop Business Center: Where to Find Candidates](#)
- Department of Veterans Affairs Regional [Offices](#)
- Social Security Ticket to Work [Employment Networks](#)
- [Centers for Independent Living](#) and other local disability organizations
- Universities and Colleges
- Apprenticeship, Internship and Mentoring Programs
 - [Workforce Recruitment Program \(WRP\)](#)

Build the Pipeline: Outreach & Recruitment

- Hold community partner briefing sessions, establishing referral arrangements
 - SVRAs, Job Centers, ENs, CILs, Colleges
- Use accessible online practices to ensure assistive technology users can access information
 - [Partnership on Employment & Accessible Technology \(PEAT\)](#)
[TalentWorks](#)
- Post announcements on job boards
- Work with sourcing companies
- Join disability-focused employer networks
- Train recruiters
- Participate in career fairs targeting individuals with disabilities



[EARN Recruitment Resource](#)

Hire (and Keep) the Best: Talent Acquisition & Retention Processes



- Disability Disclosure
- Invitations to Self-Identify
- Qualification Standards
- Job Announcements
- Hiring Process
- Career Development and Advancement
- Retention and Promotion
- Reasonable Accommodations

Ensure Productivity: Reasonable Accommodations



- Written policies and procedures for processing requests for reasonable accommodations
- Develop centralized accommodation fund and source of expertise
- Provide training on new strategies and devices
- Utilize Job Accommodation Network (JAN)
- Utilize online tracking system (database)
- Allow line managers to approve, with upper management review of denials
- Assign a full-time director of disability services or workplace supports to coordinate accommodation strategies

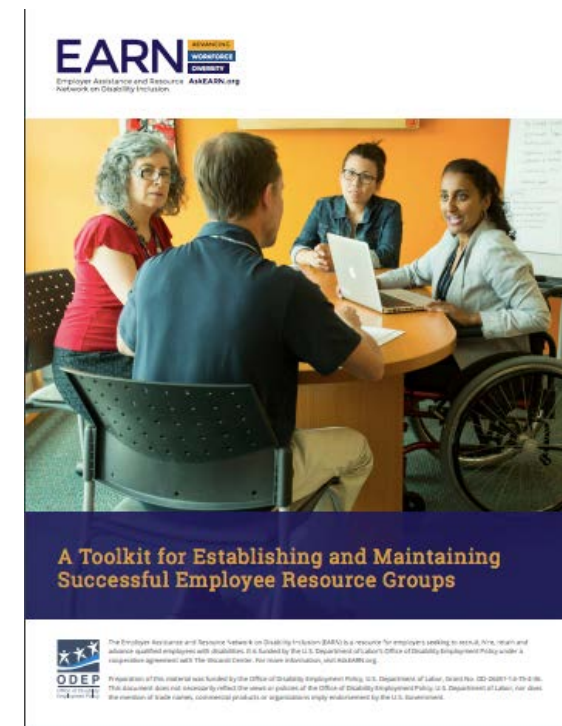
Communicate: External Communication of Company Policies & Practices



- Include individuals with visible disabilities in materials and advertising
- Sponsor and participate in job fairs targeting individuals with disabilities
- Invite disability organizations to career days
- Communicate with union officials, when appropriate
- Post the company's disability inclusion policy statements online

Communicate: Internal Communication of Company Policies & Practices

- Establish office that delivers holistic disability inclusion approach
- Publicize company's commitment in internal publications
- Conduct trainings to foster disability inclusive culture
- Include individuals with disabilities in decision-making bodies
- Establish a disability employee resource group
- Establish a policy that supervisors share responsibility for the successful implementation of the company's inclusion policy
- As part of Employee Assistance Program, adopt return to work models
- Conduct stay and exit interviews to discover barriers and inform new strategies
- Develop a recognition program for employees with disabilities



Be Tech Savvy: Accessible Information & Communication Technology



- Corporate commitment to accessible technology
- Conduct Needs assessment, feedback and priorities
- Adopt formal policies, practices and procedures
- Corporate-wide infrastructure
- Evaluation and accountability
- Partnership on Employment & Accessible Technology (PEAT)
 - [TalentWorks](#)
 - TechCheck Benchmarking Tool
 - Buy IT!
 - Policy Matters
 - Staff Training Resources

Grow Success: Accountability & Continuous Improvement Systems



- Providing initial and refresher training
- Establishing accountability measures
- Establishing accountability and continuous improvement mechanisms
- Designating responsible individuals

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