

Talking About Inclusion@Work

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



WHAT IS DISABILITY-INCLUSIVE TALENT ACQUISITION & RETENTION?

In addition to taking steps to attract and recruit qualified individuals with disabilities, businesses committed to increasing disability inclusion should review their policies and processes across the employment lifecycle to ensure they facilitate the hiring, retention and advancement of individuals with disabilities, including disabled veterans. Such policies and processes include accommodations; qualification standards; job announcements; hiring processes; special initiatives for youth; career development and advancement; and retention and promotion.

EXAMPLES OF BEST PRACTICES

Examples of best practices for disability-inclusive talent acquisition and retention include, but certainly are not limited to:

- ➔ Adopting a promotion policy that includes disability among positive selection factors;
- ➔ Ensuring representation of existing employees with disabilities in the onboarding process, for example, as part of orientation presentations and welcome committees;
- ➔ Including language about how to request reasonable accommodations in notices about professional development opportunities; and

- ➔ Maintaining employee assistance programs (EAPs) and disability management and prevention (stay-at-work/return-to-work) programs.

DISCUSSING DISABILITY-INCLUSIVE TALENT ACQUISITION & RETENTION

Use the following questions to spark conversation about this topic in a group setting, for example, with human resource professionals, diversity and inclusion professionals, employee assistance professionals, business executives and supervisors/managers. This is a great opportunity to use these questions to complement EARN's training, *Hire (& Keep) the Best: Talent Acquisition & Retention Processes*, available at [AskEARN.org/inclusion-work](https://www.earn.org/inclusion-work).

- ➔ Does your company have a policy focused on advancement for people with disabilities. If so, what does it entail?
- ➔ What steps does your company take to ensure professional development opportunities are inclusive and that employees with disabilities know they can access accommodations to participate in them if needed? If your company has not taken such steps, what are some things you can do to improve in this regard?
- ➔ Do you offer an EAP and, if so, do you receive information about the number of people who access it and why?

The Employer Assistance and Resource Network on Disability Inclusion (EARN) is a resource for employers seeking to recruit, hire, retain and advance qualified employees with disabilities. This discussion guide is one in a series of seven, each of which explores a different component of EARN's Inclusion@Work employer policy framework. To access others, visit [AskEARN.org/inclusion-work](https://www.earn.org/inclusion-work).