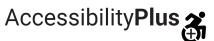


### Many Companies Today Want To....

- Become a Workplace that is Welcoming to People with Disabilities
- Be Recognized in the Community as a Place where People with Disabilities Want to Work
- See People with Disabilities Grow into Leadership Roles in their Organizations



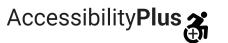
# Recruitment: Promotion Materials and Job Descriptions

- What does the recruitment message indicate?
- Does the outreach get to where qualified individuals with disabilities will see it?
- Job Descriptions
  - Accurately capture work to be performed
  - Free of unnecessary requirements not related to work performed
- Use every opportunity to communicate your willingness to accommodate



#### **Engagement: Screening and Interviewing**

- Expand internal awareness and understanding of disability
- State availability and opportunity to request accommodations
  - How will applicants know how to ask?
  - How will applicants know it's okay to ask?
  - Ask everybody often and in multiple contexts
- Don't hesitate to consult with applicant about what works



#### Inclusion: Accommodation

#### **Become Welcoming and Accessible**

- Make the workplace physically accessible for employees and customers
- Make accommodating technologies available for employees and customers
- Build flexibility into organizational procedures and processes
- Build an awareness of inclusion and flexibility into the culture of the workplace



### **Welcoming Environment**

#### **Develop Internal Champions**

- Create Affinity Groups
- Reach out to disability community
- Take the time to understand the strengths and needs of employees

## NDI's Inclusive Employment Solutions Team

- Our <u>Inclusive Employment</u>
  <u>Solutions (IES) team</u> offers
  technical assistance, tools
  and resources to improve
  employment services and
  outcomes for individuals with
  disabilities.
- IES solutions and services are informed by more than 15 years of subject matter expertise in national disability and employment technical assistance centers.



Learn more: For more information on our areas of intensive and targeted services and how IES can support your work:

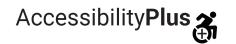
**Contact us at:** 

IES@ndi-inc.org.



#### **Questions and Answers**





## Thank You!!

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