RECRUITING PEOPLE WITH DISABILITIES

Do

• Do learn where to find and recruit people with disabilities.

• Do ensure that your applications and other company forms do not ask disability-related questions and that they are in formats that are accessible to all persons with disabilities.

• Do consider having written job descriptions that identify the essential functions of the job.

• Do provide reasonable workplace accommodations that the qualified applicant will need to compete for the job.

• Do develop procedures for maintaining and protecting confidential medical records. Do train supervisors on making reasonable workplace accommodations.

• Do treat an individual with a disability the same way you would treat any applicant or employee, with dignity and respect.

• Do understand that access includes not only environmental access but also making forms accessible to people with visual or cognitive disabilities and making alarms/signals accessible to people with hearing disabilities.

Don’t

• Don’t assume that persons with disabilities are unemployable.

• Don’t assume that persons with disabilities lack the necessary education and training for employment.

• Don’t ask if a person has a disability during an employment interview.

• Don’t assume that certain jobs are more suited to persons with disabilities.

• Don’t hire a person with a disability who is not qualified to perform the essential functions of the job even with a reasonable workplace accommodation.

• Don’t assume that the work environment will be unsafe if an employee has a disability.

• Don’t assume that reasonable workplace accommodations are expensive.

• Don’t speculate or try to imagine how you would perform a specific job if you had the applicant’s disability.