

TRANSITIONS TO WORK

CREATING EMPLOYMENT FOR ALL ABILITIES



Inclusive Workplace Checklist

There are a wide range of practices, attitudes and physical accommodations that make a workplace feel welcoming for people with disabilities and support their full inclusion in the work environment. Please use this checklist as a guide to assess your company’s inclusion efforts and as a tool for continuous improvement.

Question	Comments
Corporate Commitment	
Does company affirm its commitment to inclusion of individuals with disabilities in corporate mission statement, descriptions, policies and procedures?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Does company highlight a disability-friendly and inclusive image in community outreach materials, including appropriate language about inclusivity and information about available accommodations?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Do images of people with disabilities appear in advertisements, collateral materials and external communications?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are all employees trained and provided with continuing education on disability awareness and inclusive behavior?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Does company create natural supports for employees of all abilities, such as redirection, asking questions, positive reinforcement, demonstration and feedback among supervisors and colleagues?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are all staff members treated as valued and respected members of the workforce?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Does company have a reasonable accommodation policy and process in place?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other

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Do logistics for meetings, training courses and company events include provisions for accessibility, including sign language interpreters, materials in alternative accessible formats and accessible locations?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is there an employee affinity group focused on disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is there an established mentor program?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Does company periodically assess the impact of steps taken to enhance disability inclusivity in the workplace?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Recruitment	
Do job descriptions and postings specifically outline essential functions of job requirements so that applicants can accurately assess appropriate skill set?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are job applicants with disabilities actively recruited?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are job postings advertised in publications and websites that reach applicants with disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Does company have a resource list of targeted job fairs, career sites and other sources to expand disability and inclusive hiring outreach?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Do recruiters have established contacts with staffing resources that focus on employees with disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Do company literature and job advertisements affirm commitment to hiring individuals with disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is the term “disability” specifically mentioned in diversity and inclusion materials?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are recruiting materials available in alternative formats, e.g., braille, large print, electronic?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other

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Is application process, including online applications, accessible for all applicants?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is interview process accessible or adapted for all applicants?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Do recruiters receive training on interviewing job candidates of all abilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Are employee orientation programs structured or adapted for all abilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Physical Plant	
Does the company regularly evaluate its physical plant for accessibility for individuals with various disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is outside facility, including parking and entrances, accessible for individuals with physical limitations?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is inside facility, including restrooms, doorways, hallways, meeting spaces, lighting and assistive listening devices accessible and available for individuals with disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Technology Access	
Is the company's IT department knowledgeable about accessible technology?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is the company's website accessible to users of screen readers?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Is there a company policy requiring that technology tools and resources (e.g., online travel, expenses or employee benefits) be accessible?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other
Suppliers	
Does the company have a diversity supplier program that includes outreach to companies owned by people with disabilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Other

For more information, please contact:

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