

Workplace Disability Inclusion Assessment Tool

This checklist is designed to provide your business with a tool to evaluate how disability-friendly your workplace is currently and serves as a roadmap to enhance your disability-friendly corporate practices.

Check the box that best applies to your organization	Yes	No	Not Applicable
Recruitment			
The term “disability” is specifically mentioned in diversity and inclusion materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job applicants with disabilities are actively recruited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiters has established contacts with staffing entities that are knowledgeable about disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiters, managers and, Supervisors receive training on interviewing job candidates with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting materials are available in alternative formats, e.g. braille, large print, closed caption, electronic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application materials are available in alternative formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company regularly evaluates its physical plant for accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company is familiar with or has used the Ticket to Work program to meet employment needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company is aware of and takes advantage of the Work Opportunity Tax Credit and other federal and state disability hiring incentives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment			
A companywide reasonable accommodation policy is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A formal accommodation process exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If leadership training is available for women and minorities, it is also available to employees with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logistics for skills training courses include provisions for sign language interpreters, training materials in alternative accessible formats, and training held in accessible locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An employee resource group (also called an affinity group) focused on disabilities exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability is included in all diversity and inclusiveness training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Access			
The company’s IT department is knowledgeable about accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

technology			
The company's website(s) is accessible to users of screen readers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
There is a companywide policy requiring that technology tools and resources, e.g. online travel, expenses or employee benefits are accessible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marketing			
Images of people with disabilities appear in advertisements, collateral materials, and other internal and external communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disability (People First) language is required in all documents, including press releases and presentations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>