



## Getting Started: Top 12 Disability Inclusive Employer Practices

Prioritize these top practices to make your recruitment and hiring practices more disability inclusive:

- 1. Make sure job postings are clear and only contain what you really need.
- 2. Familiarize yourself with the <u>duty to accommodate</u> as an employer.
- 3. Be <u>flexible with scheduling or shift length</u> to support these common accommodation requests.
- 4. Learn how to access funding to cover accommodations if cost is an issue.
- 5. Offer <u>short term disability insurance</u> to employees. Or get familiar with the <u>medical EI</u> process so you can support employees who need to apply.
- 6. Educate yourself about how bias gets in the way of disability inclusion.
- 7. Build relationships with <u>disability employment service organizations</u> to help you source candidates with disabilities.
- 8. Give staff involved in hiring access to free <u>disability awareness training</u>.
- 9. Be open to adapted interviews like <u>working interviews and job shadowing</u>.
- 10. Invest in an Employee Assistance Program for your employees.
- 11. Get managers Mental Health First Aid training.
- 12. Ensure all employees have equal opportunity for <u>career development</u>.

