

Inclusive Employer

Handbook

Session 2:

Recruiting, Hiring, and Supporting Employees

Being intentional about recruiting, hiring, and supporting employees with disabilities can help employers attract and retain qualified talent. Inclusive recruitment strategies, an accessible hiring process, and communicating the right to reasonable accommodation to all employees are keys to an inclusive employer's success.

Strategies for recruiting, hiring, and supporting employees with disabilities:

Goals for Employing Individuals with Disabilities

- Create goals to hire qualified individuals with disabilities
- Establish a way to track progress on hiring goals

Inclusive Recruitment Process

- Engage with sources that include qualified candidates with disabilities
- Partner with Opportunities for Ohioans with Disabilities
- Collaborate with university disability and career services offices
- Participate in disability-focused hiring events

Right to Reasonable Accommodation (RA)

- Include RA statement in key locations
- Regularly train employees on the right to RAs

Inclusive Essential Functions

- Identify each job's critical duties
- Focus on the purpose and outcome of the job
- Use inclusive language to describe essential functions
- Include in job postings, applications, and job descriptions

Accessible Hiring Process

- Ensure job postings and application forms are accessible
- Train hiring professionals on disability awareness
- Focus interview questions on the job's essential functions
- Be familiar with common RAs for interviews and onboarding