



EMPLOYER H.R. INCLUSIVITY TOOLKIT

CONTENTS

Recruitment Strategies.....	1
Shortlisting/Screening Strategies.....	2
Interview Process Strategies.....	3
Training & Orientation Strategies.....	4
Performance Management Strategies.....	5
Strategies for building an Inclusive Culture....	6
Resources.....	7





Recruitment Strategies Checklist

- Reach out to community disability employment agencies to share postings as well as posting on job search sites.
- Use plain language in your postings.
- Clearly identify job skills that are needed for the position and ensure that someone outside of your company or someone who lives with barriers would easily understand what is needed for the position.
- Ensure only the skills necessary for the role are outlined in the posting.
- Offer alternative formats for applying.
- Ensure that your posting states that your company has an inclusive hiring policy.
- Ensure that the tone of the posting is inclusive and friendly as opposed to formal and punitive.
- Ensure your organization has information on the job posting for requesting accommodations for the interview process.
- Ensure that when recruiting for management positions, your organization is looking for candidates who have knowledge of and a commitment to diversity and inclusion. Ensure this is conveyed in the job posting.
- If personality profile screening tests are used for hiring, ensure your organization gives the option for persons who live with a disability to opt out as part of their accommodations.



Shortlisting/Screening Checklist:

- Ensure you share with the candidate the process for the interview when inviting the candidate in.
- Ensure you check with the candidate to see if there are any accommodations needed for the interview before it happens. Candidates may want to ask if a staff can accompany them to the interview or they may ask to come in a few minutes early to get comfortable in the environment and even review the interview questions to calm anxiety and prepare. Accessibility accommodations may need to be made as well.
- Ensure the candidate has any special instructions needed to get to the interview.
- Ensure there is some flexibility in the date and time of the interview. Some candidates may need to rely on special transportation which often has it's own barriers.
- Ensure at least 2 people are involved in shortlisting so that they can actively challenge each other on any assumptions or bias they may be making.



Interview Process Checklist:

- Ensure the interview location/workplace is accessible. If there are some accessibility barriers, explain these to the candidate in case accommodations need to be made.
- Ensure accommodation requirements are met at the interview.
- Ensure all interviewers are aware of any adjustments made for the interview.
- Ensure interviewers are aware of the potential for unconscious bias and this is discussed prior to interviewing.
- Use plain language.
- Inform the interviewee, at the beginning of the interview, of the interview format.
- Ask questions that focus on the tasks and skills that are necessary for the position.
- Ask one question at a time.
- Ensure interviewer gives ample time for the interviewee to respond to questions.



Training & Orientation Checklist:

- Ensure training is accessible.
- Ensure plain language is used in all training and training materials.
- Outline the training and orientation process before it starts.
- Ask if the new hire requires any accommodations for the training.
- Ensure the new hire is aware of the procedure to request accommodations before orientation.
- Ensure that training and orientation includes training on workplace diversity & inclusion and expectations for all employees.



Performance Management Checklist:

- Ensure diversity & inclusion components are included how employees are evaluated.
- Ensure there are employee leadership opportunities (formal or informal) for diversity & inclusion.
- Ensure there are opportunities for further diversity & inclusion learning.



Workplace Inclusive Culture Checklist:

- Ensure your organization has a written diversity & inclusion statement which includes a statement pertaining to disability inclusion.
- Survey employees on their job satisfaction and feelings of belonging and feeling included.
- Think about having someone in senior management who's role is to champion inclusion in the workplace.
- Ensure your organization has, or is working towards, an inclusion strategy.
- For larger organizations, think about setting up an inclusion council or committee.
- For larger organizations, think about setting up a review process and steps to take to remove accessibility barriers.
- Ensure any inclusion statements are conveyed on your website.
- Think about your organization's commitment to external inclusion. Who do you work with? Are they also committed to workplace diversity & inclusion? Think about creating a strategy for this and conveying this commitment on your website.



Resources

Additional resources to refer to:

- Hire for Talent: <https://hirefortalents.ca/> A toolkit with strategies to successfully recruit, hire, and retain people with disabilities.
- Project Implicit: <https://implicit.harvard.edu/implicit/canada/takeatest.html> free tests to help uncover personal attitudes, stereotypes and other hidden biases that influence perception, judgement, and action in recruiting.
- EARN: <https://earn-paire.com/employers/> resources to help employers hire, retain and advance workers with disabilities. Get information on finding job candidates with disabilities, tax incentives and creating an inclusive work environment.
- ALIS: <https://alis.alberta.ca/tools-and-resources/resources-for-employers/hiring-persons-with-disabilities-getting-started/> Tools and resources for hiring people with disabilities.