

Employment Checklist For Hiring Persons With Disabilities

Do!

Do learn where to find and recruit people with disabilities.

Do learn how to communicate with people who have disabilities.

Do ensure that your applications and other company forms do not ask disability-related questions and that they are in formats that are accessible to all persons with disabilities.

Do consider having written job descriptions that identify the essential functions of the job.

Do ensure that requirements for medical examinations comply with the Americans with Disabilities Act (ADA).

Do relax and make the applicant feel comfortable.

Do provide reasonable accommodations that the qualified applicant will need to compete for the job.

Do treat an individual with a disability the same way you would treat any applicant or employee with dignity and respect.

Do know that among those protected by the ADA are qualified individuals who have AIDS, cancer, who are mentally retarded, traumatically brain injured, deaf, blind, and learning disabled.

Don't!!

Don't assume that persons with disabilities are unemployable.

Don't assume that persons with disabilities lack the necessary education and training for employment.

Don't assume that persons with disabilities do not want to work.

Don't assume that alcoholism and drug abuse are not real disabilities, or that recovering drug abusers are not covered by the ADA.

Don't ask if a person has a disability during an employment interview.

Don't assume that certain jobs are more suited to persons with disabilities.

Don't hire a person with a disability if that person is a significant risk of substantial harm to the health or safety of the public and there is no reasonable accommodation to reduce the risk or the harm.

Don't hire a person with a disability who is not qualified to perform the essential functions of the job even with a reasonable accommodation.

Don't assume that you have to retain an unqualified employee with a disability.

Do!

Do understand that access includes not only environmental access, but also making forms accessible to people with visual or cognitive disabilities and making alarms/signals accessible to people with hearing disabilities.

Do develop procedures for maintaining and protecting confidential medical records. Do train supervisors on making reasonable accommodations.

Don't!!

Don't assume that your current management will need special training to learn how to work with people with disabilities.

Don't assume that the cost of accident insurance will increase as a result of hiring a person with a disability.

Don't assume that the work environment will be unsafe if an employee has a disability.

Don't assume that reasonable accommodations are expensive.

Don't speculate or try to imagine how you would perform a specific job if you had the applicant's disability.

Don't assume that you don't have any jobs that a person with a disability can do.

Don't make medical judgements.

Don't assume that a person with a disability can't do a job due to apparent and non-apparent disabilities.

Don't assume that your workplace is accessible.