



# Disability Inclusion Work Progression

## Self-Assessment Tool for Employers

	Level One	Level Two <i>(Plus Level One)</i>	Level Three <i>(Plus Levels One and Two)</i>
Recruiting & Hiring	<ul style="list-style-type: none"> <li>Ensures job postings are compliant with regulation</li> </ul>	<ul style="list-style-type: none"> <li>Establishes relationships with external organizations to source talent for recruitment purposes</li> <li>Communicates recruiting strategy internally that specifically aims to hire individuals with disabilities.</li> <li>Has hiring goals mentioning individuals with disabilities</li> <li>Establishes relationships with university career development and offices of disability services to source talent for recruitment purposes</li> <li>Displays language on the career website that specifically mentions disability</li> </ul>	<ul style="list-style-type: none"> <li>Proactively informs all candidates of the option to request an accommodation for interview processes</li> <li>Measures progress against hiring goals for individuals with disabilities</li> <li>Informs senior executives regarding status against hiring goals for individuals with disabilities</li> </ul>
Reasonable Accommodations	<ul style="list-style-type: none"> <li>Provides reasonable accommodation upon hire</li> </ul>	<ul style="list-style-type: none"> <li>Shares information on job accommodation requests with all new employees</li> <li>Employs or uses an accessibility expert to inform technology resources for individuals with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Maintains centralized funding for accommodations</li> <li>Trains all employees and managers on technological advancements and resources available as accommodations to individuals with disabilities</li> </ul>
Retention & Advancement		<ul style="list-style-type: none"> <li>Requires all employees to take training focused on or including content on disability inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Requires all people managers to take training focused on or including content on disability inclusion</li> <li>Mentoring</li> <li>Career planning</li> <li>Hiring programs</li> </ul>
Partnerships	<ul style="list-style-type: none"> <li>Adheres to all regulatory reporting requirements with external agencies</li> </ul>	<ul style="list-style-type: none"> <li>Has an Employee or Business Resource Group dedicated to individuals with disabilities</li> <li>Hosts site visits/treks for student groups, including specific outreach to host students with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Has an Employee or Business Resource Group dedicated to individuals with disabilities that has a senior executive sponsor</li> <li>Publishes statements internally on its commitment to Diversity &amp; Inclusion, specifically mentioning disability</li> <li>Publishes statements externally on its commitment to Diversity &amp; Inclusion, specifically mentioning disability</li> <li>Engages senior executives in Board of Directors for a disability-focused organization</li> <li>Publicly supports local, regional or national efforts to advance disability inclusion practices</li> <li>Provides philanthropic support to external disability events and / or organizations</li> </ul>