



# RECRUITING PEOPLE WITH DISABILITIES

## Do

- **Do** learn where to find and recruit people with 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** provide reasonable workplace accommodations that the qualified applicant will need to compete for the job.
- **Do** develop procedures for maintaining and protecting confidential medical records. Do train supervisors on making reasonable workplace accommodations.
- **Do** treat an individual with a disability the same way you would treat any applicant or employee, with dignity and respect.
- **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.

## 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** 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 who is not qualified to perform the essential functions of the job even with a reasonable workplace accommodation.
- **Don't** assume that the work environment will be unsafe if an employee has a disability.
- **Don't** assume that reasonable workplace accommodations are expensive.
- **Don't** speculate or try to imagine how you would perform a specific job if you had the applicant's disability.

