



# BEST PRACTICES

*Increasing Employment for Individuals with Disabilities*

## Steps for Success

STEP 1

Create an Inclusive Work Culture

STEP 2

Recruit a Diverse Candidate Pool

STEP 3

Ensure a Fair & Equitable Hiring & Selection Process

STEP 4

Retain your Human Capital

STEP 5

Leverage your Resources

Toolbox can be found on the MMB website at:

<https://mn.gov/mmb/employee-relations/equal-opportunity/eo-14-14/>



# STEP 1: CREATE AN INCLUSIVE WORK CULTURE

- Disability Etiquette
  - What is disability etiquette?
  - 10 simple steps everyone can take to ensure appropriate disability etiquette
  - Additional resources
- People First Language
  - What is People First Language?
  - General guidelines for modeling People First Language
  - Additional resources
- Communicate Commitment
  - Best practices for communicating your agency's commitment to diversity
  - Additional resources
- Accommodations
  - What is a reasonable accommodation?
  - Getting started
  - Additional resources



# STEP 2: RECRUIT A DIVERSE CANDIDATE POOL

- **Job Descriptions**
  - Conducting a job analysis
  - Writing accurate and inclusive job descriptions
  - Writing and distributing job advertisements
  - Using inclusive language when describing job requirements
- **Affirmative Action**
  - What is affirmative action?
  - Affirmative action programs in state government
  - Affirmative action and individuals with disabilities best practices
  - Additional resources
- **Alternative Hiring Methods**
  - Supported Worker Program, 700 Hour On-the-Job Training Program, noncompetitive appointment of disabled veterans, youth employment programs, and fellowships, internships, and student worker programs
- **Additional Resources**



# STEP 3: ENSURE A FAIR & EQUITABLE HIRING & SELECTION PROCESS

- Before the Interview
  - Best practices for preparing for an interview
  - Additional resources
- During the Interview
  - Best practices for Interviewing an applicant with a disability
  - Additional resources
- Monitor the Hiring Process
  - Best practices for monitoring the hiring process
  - Monitoring the hiring process forms
  - Monitoring the hiring process decision tree



# STEP 4: RETAIN YOUR HUMAN CAPITAL

- Best Practices in Retention
  - Best practices in employee retention including individuals with disabilities
  - Additional resources
- People Management
  - What is people management?
  - Career development as a retention strategy
  - Getting started with workforce planning
  - Creating a succession plan
- Disability-Related Leave
  - General information
- Return-to-Work
  - General information



# STEP 5: LEVERAGE YOUR RESOURCES

- State Partners
  - State agency partners
  - Minnesota Diversity Councils
  - Minnesota State Colleges and Universities
- Community Partners
  - Local resources
  - National resources
- MnCARRS
  - General information and ways to get involved
- Training and Guides
  - Links to resources and presentations
- Additional Resources
  - Examples of ways agencies have leveraged local and national resources



# STEP 5: ADDITIONAL RESOURCES

## TAB

1. Hiring for Youth Employment Programs
2. Hiring for Internships and Student Worker Programs
3. Recruiting for Fellowships, Internships, and Student Worker Programs
4. Using Email Lists
5. Hosting Employer of the Day Events at WorkForce Centers
6. Tapping into Local Placement Partnerships
7. Utilizing the Supporter Worker and 700-Hour Programs
8. Adding Videos and Other Multimedia to Job Postings
9. Publicizing Diversity and Inclusion Efforts in Newsletters, Websites, and More
10. Including Information about Work Culture on Agency Website
11. Receiving Recognition and Awards
12. Getting Involved with ACCESS
13. Joining the State of Minnesota Recruiters Group
14. Joining the MnCARRS Partnership