



USBLN® Workplace Disability Inclusion Assessment Tool

This checklist is designed to provide employers with a tool to initiate or enhance their disability-friendly corporate practices.

Check the box that best applies to your organization

	Yes	No	N/A
Recruitment			
The term “disability” is specifically mentioned in diversity and inclusion materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job applicants with disabilities are actively recruited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiters have established contacts with staffing entities that are knowledgeable about disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiters receive training on interviewing job candidates with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting materials are available in alternative formats, e.g., Braille, large print, electronic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application materials are available in alternative formats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company regularly evaluates its physical plant for accessibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment			
A companywide reasonable accommodation policy is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A formal accommodation process exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If leadership training is available for women and minorities, it is also available to employees with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logistics for skills training courses include provisions for sign language interpreters, training materials in alternative accessible formats, and training held in accessible locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An employee resource group (also called an affinity group) focused on disabilities exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability is included in all diversity and inclusiveness training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Diversity Supplying			
The company's diversity supplier program includes outreach to disability-owned companies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any diversity supplier programs your company offers, e.g., mentoring or small business education programs, include suppliers with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology Access			
The company's IT department is knowledgeable about accessible technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The company's website is accessible to users of screen readers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a companywide policy requiring that technology tools and resources, e.g., online travel, expenses or employee benefits, are accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing			
Images of people with disabilities appear in advertisements, collateral materials, and other external communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability appropriate language is required in all documents, including press releases and presentations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>