

# QUICK REFERENCE GUIDE

## WORKABLE SOLUTIONS

An Initiative of the Minister's Council  
on Employment for Persons with Disabilities

### Recruiting and Retaining Persons with Disabilities in British Columbia

#### AN EMPLOYER HANDBOOK

For each of the components in this resource,  
this **Quick Reference Guide** lists some  
critical success factors to keep in mind.



#### Getting Started

- Do you provide training and orientation sessions that make use of available resources?
- Are you providing basic information to employees about persons with disabilities?
- Does management understand the link between achieving business objectives and hiring persons with disabilities?
- Are managers held accountable for creating an inclusive culture?
- Are there simple, clear measures in place to track progress?

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#### Job Design

- Transparent, non-discriminatory job design
- Flexible job requirements and scheduling
- Alternate work arrangements (e.g. teleworking, telecommuting)
- Part-time employment

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#### Recruiting

- Signal in your advertising that persons with disabilities are welcome to apply.
- Partner with local agencies to help with recruiting persons with disabilities.
- Be familiar with human rights requirements about questions that can and cannot be asked.
- Ensure testing site and tools are accessible to a person with a disability.
- Recruit on campuses that provide quality services for persons with disabilities.

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## Orientation & Preparation

- Use a common-sense approach to orientation, together with a focus on the person's abilities rather than disabilities.
- Accommodation is often a combination of flexibility about hours, job requirements, and possibly some technology.
- When it comes to workplace accommodation solutions, the best person to talk to is the person with a disability.
- Federal and Provincial government employment programs for persons with disabilities may provide funding support for accommodation costs.

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## Employee Development

- Do not assume an employee's disability will be a barrier to training and development.
- Treat employees with disabilities the same as all other employees.
- All employees need regular, on-going constructive feedback and support as part of effective performance management.
- Include employees with disabilities in both formal work groups and informal employee gatherings.
- Make training opportunities available to employees with disabilities, including management and leadership training.

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## Retention

- Effective recruitment and retention practices include partnerships with community-based employment agencies.
- "Vocational crisis interventions" can assist you to provide needed supports and services that will allow the employee with a disability to maintain his or her employment with you.

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## Return to Work

- When a disability is identified, establish immediate, supportive contact.
- Establish clear goals for disability management.
- Implement effective safety programs.
- Develop employee wellness programs.
- Use creative approaches to accommodating persons with disabilities.
- Seek advice from an experienced return-to-work professional.

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**For more information and additional resources  
please visit [www.workablesolutionsbc.ca](http://www.workablesolutionsbc.ca)**