

# Maryland Disability Employment Month

## Untapped talent checklist for employers

*This checklist offers practical tips to maximize your organization's talent pool by actively hiring and retaining employees with disabilities.*

**Employers that embrace disability inclusion consistently report benefits** like broader talent pipelines, higher employee engagement and retention, increased innovation, stronger customer relationships, and workplaces that are more welcoming for everyone. A 2023 report from Accenture found that companies that led on key disability inclusion saw 1.6x more revenue and 2.6x more net income, and outperformed industry peers in productivity by 25%.

**It's time to connect with the more than 350,000 working-age Marylanders with disabilities.** Whether you are looking to build on existing workforce inclusion initiatives or just beginning the journey, there are steps you can take.

**Find out how your organization is doing and get fresh ideas to connect with new talent.**

### **Step 1: Complete the checklist**

Read the checklist on the following two pages and award your organization one point for each item completed.

### **Step 2: Get recognized**

After you complete the checklist form, email it as an attachment to the Maryland Office for Disability Employment Advancement and Policy at **mdworkmatters@maryland.gov** to receive a certificate of recognition.

### **Questions?**

Email **mdworkmatters@maryland.gov** or call **(410) 767-3651**.

Organization: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **1. Gain a competitive edge with broader talent pool**

- ☐ Have you made a statement of commitment to hire people with disabilities?
- ☐ Have you identified internal champions for inclusive hiring and business practices?
- ☐ Do you monitor your progress with inclusive hiring to ensure accountability?
- ☐ Do your marketing and business materials include images of and a focus on the disability community?

### **2. Find candidates to meet your specific business needs**

- ☐ Have you contacted your local American Job Center to share your business needs and connect with job candidates, at [labor.maryland.gov/county](http://labor.maryland.gov/county)?
- ☐ Have you contacted the Maryland Office of Apprenticeship to learn how you can recruit and train for specific skills?

### **3. Save money with tax credits**

- ☐ Have you accessed the Maryland Disability Employment Tax Credit?
- ☐ Have you accessed the federal Work Opportunity Tax Credit?
- ☐ Have you accessed the Maryland Job Creation Tax Credit?

### **4. Use free services to connect with talent**

- ☐ Have you reached out to the Maryland Office for Disability Employment Advancement and Policy or the Maryland State Dept. of Education's Division of Rehabilitation Services to request qualified jobseekers with disabilities?
- ☐ Have you posted jobs on the Maryland Workforce Exchange, the state's official job board, at [mwejobs.maryland.gov](http://mwejobs.maryland.gov)?
- ☐ Have you sought candidates through national programs and job boards that focus on disabled jobseekers, like AbilityJOBS, the Autism Hiring Program, Disability Solutions, [RecruitDisability.org](http://RecruitDisability.org), or [disABLEDperson.com](http://disABLEDperson.com)?
- ☐ Have you explored the Maryland Corps/Service Year Option as a way to recruit talent?

### **5. Build an Inclusive Hiring Process**

- ☐ Have you reviewed your job descriptions to remove non-essential requirements, such as having a driver's license?
- ☐ Do your job ads include language that encourages applicants with disabilities?

- ☐ Are your interviewers trained on what they can and cannot legally ask about a candidate's disability?
- ☐ Do you communicate how candidates can request and receive reasonable accommodations as part of the interview process?
- ☐ Do you allow individuals to demonstrate their skills and abilities in different ways beyond a traditional interview process?

## **6. Make Use of Free and Low-Cost Accommodations**

- ☐ Is your website fully accessible, including for people using screen readers?
- ☐ Do you have a defined reasonable accommodation process?
- ☐ Are you familiar with what assistive technology is and how it can help improve productivity?
- ☐ Do you offer flexibility based on individual needs whether or not the individual has a documented disability?

## **7. Retain and Advance Talent for the Long Term**

- ☐ Do you ensure your organization's meetings and trainings are accessible?
- ☐ Do you provide accessible mentoring and leadership development opportunities?
- ☐ Do you incorporate disability inclusion into standard manager and HR trainings?
- ☐ Are supervisors trained regularly on how to provide employees with constructive feedback and how to identify individual strengths?
- ☐ Do you offer flexible, individualized paths for career progression?
- ☐ Do you recognize managers who demonstrate inclusive leadership, including recruiting, developing, mentoring, and advancing employees with disabilities?

## **8. Share Your Success Story**

- ☐ Do you promote success stories of employees with disabilities (with their permission)?
- ☐ Do you promote the benefits of hiring people with disabilities to your organization's partners?

### **How well did your organization score?**

18+: Gold 🏆 — 11-17: Silver 🥈 — 5-10: Bronze 🥉

