

Best Buddies Jobs Employer Toolkit Menu



Best Buddies Jobs offers the following resources to employers who are interested in diversifying by hiring people with intellectual and developmental disabilities:

Employer FAQ's

Hiring individuals with disabilities can pose some important questions from an employer perspective. We answer the top 10 questions asked when hiring a person with IDD.

Accessibility Checklist

Is your workplace accessible to people with physical and/or cognitive disabilities? Use this checklist to ensure that you are providing opportunities for all employees to be successful.

Employment Consultant Q&A

When hiring a person with a disability, you will often interact with a service provider who will assist both the employee and employer with training and ongoing support. Best Buddies provides an Employment Consultant, who may also be referred to as a Job Coach or an EC for short. This document explains how this individualized support works.

Interview Tips

When it comes to conducting an interview, the guidelines are essentially the same as when interviewing any candidate. This resource contains some basic do's and don'ts for keeping a job interview focused on the applicants' qualifications.

Onboarding and Training

When hiring a person with a disability, onboarding and training should look a lot like it does for any new employee. The initial training should be provided with Best Buddies present and should follow your company onboarding guidelines. This sheet includes tips and suggestions to make onboarding a success.

Employee Review Best Practices

Employees with disabilities should be treated the same as all employees and should go through a review process to evaluate their performance and help them to develop professionally. This resource contains guidelines to use when conducting a review with a person with a disability.

Disabilities Defined

Every person is unique, therefore each person's disability may manifest in a different way. We have provided some descriptions of common characteristics of each disability to assist you in working successfully with different learning styles.

Disability Etiquette

Inclusion in the workplace begins with respect for all people. Using people-first language and following some simple rules of etiquette when training and communicating will ensure all of your employees feel supported and valued. Provide this document to your staff as a resource when hiring a person with a disability.

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Measuring Success

Closing the employment gap for people with disabilities while also meeting the recruitment needs of your company should be an effective and sustainable initiative. Defining and measuring your success is vital to determine opportunities for growth and development. Use this guide to measure your outcomes.

Planning Your Initiative

A guide to help companies decide which model fits your company's needs and best interests when implementing a diversity and inclusion initiative.

Creating a Culture of Inclusion

Open communication with all employees is essential to ensuring the success of your disability employment and inclusion program. Use this information to develop a plan based on your desired outcome.

Tracking Success

Creating goals and tracking progress allows data to drive initiative growth and improvement. This chart is a template to help outline key areas to consider when tracking a successful diversity and inclusion initiative.

Project Planning Template

When your company is ready to implement an employment initiative that includes people with intellectual and developmental disabilities, keep track of the progress of your project by using this template as a guide.

Dashboard Example

When partnering with Best Buddies to create a more diverse workforce on a larger scale, tracking placements and other important factors can help to fine-tune the growth of your initiative. Use this example to create your own reporting process to outline your success.

For more information on these resources, please contact Courtney Rogaczewski:

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