



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:

1. Employer FAQs

Hiring individuals with disabilities can pose some important questions from an employer perspective. We have provided answers to the top 10 questions asked when hiring a Best Buddies Jobs participant.

2. 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.

3. 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.

4. 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.

5. Supported Employment vs Inclusive Employment

Employment for people with disabilities has taken many forms over the years, most of which were not integrated or inclusive. Supported Employment

is a step in the right direction, however best practices are headed toward full inclusion in the workplace. Use this information to guide your employment initiative and ensure you are aiming for true inclusion.

6. 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.

7. 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.

8. Best Buddies Jobs Work Site Assessment

Analyzing a job site is critical in identifying the right candidates to fit an employer's needs. Work site assessments can provide detailed information about operations, environment, and culture that may not be included in the job description. Additionally, this assessment can assist the employer in carving new positions to help improve efficiency within an organization.

9. Sourcing Talent

Our Jobs Participants enter the program through a variety of referral sources and congruent programs. We conduct a thorough and person-centered vetting process to source appropriate talent for integrated employment. We ensure that each participant is work-ready and matched to a position that maximizes their talent and the employer's needs.

10. Interview Best Practices

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.

11. Onboarding & Training Guide

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.

Getting Started (12-14)

12. Planning Your Initiative

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

13. Tracking Success

Creating goals and monitoring 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.

14. Project Planning

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.

15. Equitable Management

Managing an inclusive and diverse workplace requires thoughtful strategy to ensure that all employees thrive and feel they are receiving equal and impartial treatment. Use this tip sheet to build your Equitable Management strategy.

16. 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.

17. 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.

18. Employee Retention

Training and support are necessary to set the tone for long-term success, along with recognizing barriers to productivity and keeping open communication. When managing employees with intellectual and developmental disabilities, use this as a guide for success.

19. Management Changes

Growth and change are always happening in the workplace but can also throw a rift into routines, cause miscommunication, as well as perceived inequity. When experiencing a change in management in your inclusive workplace, use this document to ensure that your bases are covered.