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#### What is the ADA?

The Americans with Disabilities Act (ADA) is a federal law designed to ensure equal rights and opportunities for people with disabilities.

## The ADA is followed by various entities:



Government Agencies



**Businesses** 



Non-Profit Organization

## **Key Provisions of ADA**

Title I:

Employment

Prohibits job discrimination, mandates disability accommodations.

Ensures disabled individuals' access to public services.

Title II:

**Public Services** 

Title III:

Public Accommodations

Makes public places like hotels and stores accessible to the disabled.

Ensures phone accessibility for hearing and speech disabilities.

#### Title IV:

**Telecommunications** 

#### Who is Protected by ADA?

- Those with physical or mental impairments affecting major life activities.
- Individuals with a history of such impairments.
- People perceived as having an impairment.

#### Craft Inclusive Job Descriptions

- 1. Use Gender-Neutral Language: Avoid genderspecific terms.
- 2. Focus on Essential Job Functions: List only necessary skills and qualifications.
- 3. Offer Reasonable Accommodation: Highlight ADA-friendly policies.
- 4. Embrace Diverse Perspective: Encourage varied backgrounds.
- **Simplify Language:** Avoid jargon and complex terms.

## Importance of ADA in Hiring

When it comes to recruitment, the ADA plays a vital role, and here's how:

**Inclusivity:** Ensuring fair job applicant consideration.

Reasonable Accommodations:

Adapting for inclusive participation.



Equal **Opportunity:** Leveling the

employment playing field.

## The Do's and Don'ts of ADA-Compliant Hiring

#### Dos



**Fair Evaluation:** 

Assess job-relevant skills.



Provide necessary adjustments.

Train Staff: Educate on ADA norms.

#### Don'ts



No Disability

Queries: Avoid preoffer disability inquiries.



**Prevent** Discrimination:

Ignore disability biases in hiring.

## Avoid Discriminatory Language

Avoid words that stereotype or offend based on race. gender, or other factors. Here's how to avoid them:

- Choose inclusive, non-exclusionary words.
- Welcome all backgrounds equally.
- Use gender-neutral language always.
- Emphasize skills, not age.
- Prevent disability discrimination.
- Avoid race and ethnicity **stereotypes**.
- Highlight abilities, not traits.
- Visuals should reflect diversity.



### Interview & ADA Compliance

Preparing accessible interviews isn't just about being fair; it's about being thoughtful and considerate of everyone's unique needs. Here's how you can make your interviews more accessible.



Clearly explain interview format and expectations.

Ensure physical and mental accessibility.

Focus on skills, avoid assumptions.

Adapt to candidates' needs and preferences.

Allow extra response time, offer breaks.

Clarify next steps, offer contact for assistance.

## Types of Questions to Ask During Interview

Open-Ended Questions: Encourage detailed responses.

Close-Ended Questions:
 Seek
 specific information.

Probing Questions: Delve deeper into topics.



## Accommodations & Onboarding

#### What Are Reasonable Accommodations?



Reasonable accommodations are essential adjustments or modifications provided in a work or learning environment to enable individuals with disabilities to enjoy equal opportunities.

## **Examples of Reasonable Accommodations**

- Physical Adjustments: Install ramps to replace stairs, enhancing wheelchair accessibility.
- Technological Assistance: Provide screen reading software for those with visual impairments.
- Flexible Scheduling: Adapt work or learning hours to accommodate medical appointment.

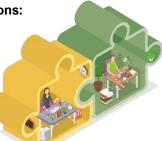
### **How to Implement Accommodations in Onboarding?**

Here's a step-by-step guide that will help you set up a welcoming, inclusive, and supportive environment for everyone.

- Identify Needs: Understand new hires' needs via surveys or discussions.
- **Develop Plan:** Coordinate with various departments for timely preparations.

 Implement Accommodations: Integrate support into orientation and onboarding.

Evaluate and Adjust:
Regularly check
and update
accommodations
as needed.



#### Maintain Compliance & Continuous Learning

#### **Build and Maintain an Inclusive Culture**



Inclusivity in business is key, creating a culture that embraces diversity and values everyone, leading to enhanced commitment, engagement, productivity, and satisfaction.

This sense of belonging fosters higher team commitment and satisfaction.

**Conduct Regular Compliance Checks:** Compliance checks are essential for legal and operational health, ensuring adherence to rules and regulations.



Pinpoint business areas needing checks.



Systematically review each area.



Establish frequency for thorough, timely checks.



Record all results for tracking and legal purposes.



Select appropriate tools or methods.



Address issues promptly for risk minimization.



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# ▲ Compliance & Safety

**Active Shooter** 

Discrimination

Drugs & Alcohol

Harassment

Safety

Security

# Customer Service

**Customer Care Customer Service Basics** 

# Diversity

Bias

Diversity in HR

Inclusion

# **G** Google

Calendar

Chrome

Classroom

Docs

Drive

Forms

Gmail

Sheets

Slides

# ## HR

Hiring

HR

Talent Management

# **Leadership**

Leadership

Management

**Project Management** 

# Microsoft

Access

Excel

OneDrive

OneNote

Outlook

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Word

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Marketing Sales

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