



Inclusive Hiring Best Practices: *Hiring Manager Checklist*

People with disabilities face many barriers to employment due to widespread misconceptions about their capabilities, which often results in unconscious bias. That's why it is important to be intentional about creating an inclusive hiring process that welcomes people of all abilities. By providing a hiring process that embraces and includes people of all abilities, we not only find the best fit for a position, we also make CDLE more diverse which in turn helps us better advance our vision of creating an economy that elevates all of Colorado. You can help CDLE advance its goal of becoming an inclusive Model Employer by following the best practices checklist below.



Stage 1

Initial Application & Comparative Analysis Review

- ❑ If possible, assemble a hiring team that includes people from different backgrounds and with different perspectives.
- ❑ Review and share the [Hiring Panels' Guide for an Inclusive Hiring Process](#) and the [Disability Etiquette Quick Reference Guide](#) with each member of the team before you review applications and conduct interviews.
- ❑ Everyone involved in the application review and interview processes should have a shared understanding of what skills an applicant needs to succeed in the role. Try to avoid narrow requirements and consider lived experience.
- ❑ Ensure all supplemental questions and essential functions are descriptive and not prescriptive. For instance, instead of stating a driver's license is required, ask instead if a person has access to reliable transportation or a means of travel.

Stage 2

Pre-Interview Stage

- ❑ Ask all applicants and panelists if they need anything to fully participate in the interview process. For instance, provide a reasonable deadline for the candidate to request an accommodation that also allows time to ensure the accommodation is in place by the time of the interview.
- ❑ Review [Accessible Virtual Interviews](#) resource.
- ❑ If you are hosting in-person interviews, use accessible interview locations and include information about access (e.g., accessible entrances, accessible parking, public transit options, an accessible path of travel to and from the interview, etc.).
- ❑ Ensure all documents needed for the interview process are accessible (e.g., screen reader accessible, graphs and images contain alternative text, etc.).

Stage 3

Interview Stage

- ❑ If a candidate or a hiring panel member has requested a reasonable accommodation, contact your HR Analyst about the established accommodation process.
- ❑ Craft interview questions focused on the skills a person has and can learn to be successful in the role. Remember that you can't ask any questions that are related to or likely to reveal a disability. Instead, ask if the person can perform the essential functions of a job with or without a reasonable accommodation.
- ❑ Remember to relax! Everyone is a little nervous during an interview.