

3 WAYS TO IMPROVE ACCESS AND OPPORTUNITY IN EMPLOYMENT



RELAX THE APPLICATION AND INTERVIEW PROCESSES



- Invite the applicant to check the job out ahead of time – tour, shadow, volunteer, etc. This gives them a better idea of the job early on.
- Be flexible in the application process and offer multiple ways to apply for the position. Online applications do not work for everyone.

OFFER FLEXIBLE WORK SCHEDULES AND ARRANGEMENTS



- Have flexible hours/schedules. Flexibility can help people work when they are feeling their best and around appointment or transportation schedules.
- Offer positions that build on the employee's strengths, not weaknesses. This sets employees up for success.
- Offer opportunities to try different positions. People often don't know what they are good at or what they enjoy until they try.

IMPROVE WORKPLACE ENVIRONMENT FOR ALL



- Workplaces should have a zero-tolerance discrimination policy with customers and employees. There should be a plan in place to support the employee when working with difficult customers.
- Inclusion and diversity training should be part of orientation and everyday life. Have frequent conversations with all employees to build trust and communicate often the expectations around exclusion and discrimination.
- Provide mentor or buddy programs to help train the employee and foster an inclusive workplace environment.

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