



## **Workplace Inclusion Checklist**

- Orientation & Training** - Does/did employee learn job tasks from: orientation; a co-worker mentor; a formal company training program?
- Co-workers In Similar Jobs** - Do one or more co-workers have same or closely related job as employee?
- Working Together With Co-Workers** - How often does employee work with one or more co-workers to complete job tasks?
- Helping Co-Workers** - How often during the day does the employee help a co-worker with work? Is this ever initiated by the employee with a disability?
- Work Schedule** - Does work schedule match that of co-workers?
- Meetings** - Does employee attend staff or employee meetings?
- Rules and Policies** - Does employee follow the same company or department rules and policies as others?
- Name** - Does employee's name appear on mail slots, schedules, phone listings, or other lists?
- Advancement** - Does employee receive support for advancement and career development within the company?
- Voice mail** - If employees in similar positions have voice mail, does employee have it?
- Email** - If employees in similar positions have e-mail, does employee have it?
- Language** - Does employee use special work site terms, language or jargon?
- Equipment** - Does employee's job include use of the equipment everyone shares?
- Uniform/Dress** - Does employee wear same uniform or dress similarly to co-workers?
- Workplace Items** - Does employee have same items as issued to other employees (locker, key, uniform, i.d., name badge)?
- Pay** - Is the employee paid for their work using similar mechanisms? Does employee receive pay in same way as other workers?
- Benefits** - Does employee receive similar benefits as other workers?
- Company Programs** - Does the company have such programs as EAP, health club, car pooling, child care assistance, etc.? If so, does employee participate in any of these?
- Performance Review** - If performance reviews are typical of work setting, is employee's job performance reviewed by supervisor?

- Feedback Solicited** - Does supervisor typically ask employees for their opinion or suggestions? If so, is feedback solicited from employee with a disability?
- Talking Socially** - How often during the day does employee talk socially with a co-worker?
- Socializing** - Does employee socialize with co-workers during common social times?
- Lunch** - Does employee eat lunch with co-workers?
- Break** - Does employee share the same break times as co-workers?
- Break Customs** - Are there informal social customs connected to break (coffee fund, bringing in refreshments, etc.)? Does employee participate in these?
- Birthday Celebrations** - Are birthday celebrations part of the workplace culture? Do workers know the employee's birthday?
- Workplace Celebrations** - Does employee participate in workplace celebrations, such as birthdays? Does employee sign group cards for co-workers?
- Contributing to Collections** - Does employee contribute to collections for co-worker gifts?
- Giving Cards** - Does employee give birthday and holiday cards to co-workers?
- Organized Social Activities** - If the work setting has organized social activities like an annual picnic or sports teams, does employee participate in them?
- Socializing Outside Work** - Does employee join co-workers in get-togethers outside of work?
- Transportation** - Does employee use non-specialized transportation to get to work?
- Length of Employment** - How long has employee been employed in this work setting? Is there integration into the work culture commensurate with the length of time they have been on the job?
- Union Membership** - If there is a collective bargaining unit, is the individual a member? Are they made aware of union issues? Do they take part in union activities?

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