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?

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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?

For more information, contact Lara Enein: lara.enein@umb.edu

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