



Employer Self-Assessment

Running a business means constantly balancing productivity, staffing, and efficiency. This self-assessment is designed to help you take a quick look at how your current practices support those goals and where there may be opportunities to improve.

This tool is not an audit or evaluation. It is a **simple, practical check-in** to help you:

- Identify workflow gaps or tasks that could be better aligned.
- Strengthen your approach to hiring, onboarding, and retention.
- Explore ways to reduce strain on your team and improve efficiency.
- Access additional workforce supports and resources.

The assessment focuses on four key areas that impact business success:

- **Knowledge** – How well your team understands workplace supports and inclusive practices.
- **Demand-Side Factors** – How your staffing strategy aligns with real operational needs.
- **Value** – The impact of your workforce practices on productivity, retention, and culture.
- **Allies** – The partnerships and supports available to help your business succeed.

Most employers complete this in about **5–10 minutes**. From there, the results can help guide practical next steps, such as improving current processes, identifying new staffing solutions, or strengthening your overall workforce strategy.

The goal is simple: **help your business run more efficiently while building a strong, reliable workforce.**

How to Use This Tool

- **Step 1:** Complete the self-assessment.
- **Step 2:** Review results by category with your facilitator
- **Step 3:** Work with your facilitator to create an action plan for improvement.

Words to Know

“**Employees**” refers to employees with disabilities.

“**Employment Support Professionals**” are persons from an outside agency (i.e., school, vocational rehabilitation, community agency, job coach) who support the employment of individuals with disabilities.



Part 1: Knowledge of Employment and Disability

Does your company...	Always 3	Often 2	Sometimes 1	Never 0
1. build collaborations and partnerships with outside agencies that support employees ?				
2. use employer resource networks to recruit, hire, retain, and/or promote employees ?				
3. use agencies or websites for assistance with workplace accommodations?				
4. use disability awareness education programs?				
5. implement professional development for managers and coworkers addresses skills specific to working with employees ?				
6. develop customized or adapted job descriptions for employees ?				
7. provide accommodations to <i>all</i> employees, regardless of disability status?				
8. receive tax credits and financial incentives for making accommodations for workers with disabilities?				
9. share success stories of employees ?				
10. encourage employees to disclose their disability?				
(add all columns) Knowledge Score				





Part 2: Demand-Side Factors Related to Employer Needs

Does your company...	Always 3	Often 2	Sometimes 1	Never 0
1. use alternative labor pools to fill unmet needs? (i.e., individuals with disabilities, caregivers, formerly incarcerated, veterans, etc.)?				
2. consider hiring employees who will need to learn required skills through on-the-job training?				
3. utilize employment support professionals to recruit and hire employees ?				
4. utilize employment support professionals who focus on the needs of the company <i>in addition to</i> the needs of the employees ?				
5. provide <i>all</i> company employees concrete performance expectations, specific feedback, and opportunities to be rewarded?				
6. practice Job Customization: combining tasks of different jobs to create one job for employees that capitalizes on their skills?				
7. conduct job analysis to determine Job-Fit: Matching competencies of employees with job requirements?				
8. experience added value to the business bottom line because of hiring employees ?				
9. invite employment support professionals into the workplace to observe work processes make suggestions to improve operations?				
10. utilize employment support professionals for onboarding and initial training?				
(add all columns) Need Score				





Part 3: Value of Employees with Intellectual Disabilities

Does your company...	Always 3	Often 2	Sometimes 1	Never 0
1. offer internships, job trials, and job shadowing for employees ?				
2. give <i>all</i> company employees tasks that are suited to their strengths?				
3. provide company sponsored social opportunities for employees and their co-workers?				
4. provide training to improve interactions between employees , co-workers, and the public?				
5. train managers and co-workers in special skills needed to support employees ?				
6. promote opportunities to get to know the employee ?				
7. celebrate the successes of <i>all</i> company employees?				
8. make conscious efforts to integrate employees into a team or work unit?				
9. make workplace accommodations				
10. frequently review workplace accommodations (at least annually)				
(add all columns) Value Score				





Part 4: Employment Allies

Does your company...	Always 3	Often 2	Sometimes 1	Never 0
1. have organizational statements that include a commitment to diversity?				
2. utilize employment support professionals who help improve company operations by gaining feedback and making service adjustments?				
3. have organizational policies specific to hiring and accommodating workers with disabilities?				
4. utilize employment support professionals for ongoing or long-term (>90 days) employment supports?				
5. utilize in-house supports for employees (i.e., store management, associates, co-workers)?				
6. use people who can facilitate communication between employer, the employee and home (i.e., parent, personal support worker, job coach, etc.)?				
7. provide adequate time for training management, co-workers, and employees?				
8. use a designated person(s) to handle accommodations, organizational, and inclusive work practices?				
9. utilize internal disability champions (people within the company who advance the concept and value of employees)?				
10. participate in business networks to learn support and accommodation strategies from peers?				
(add all columns) Allies Score				





Employer Self-Assessment

Score Sheet

Enter the total scores from each section.

Subsection	SCORE
Knowledge	
Need	
Value	
Allies	
Subtotal	
	<i>Divide subtotal by 2</i>
TOTAL	

Employer Score	Readiness Rating	What it Means
High (45-60)	Exemplary Employer	Ready for immediate engagement
Moderate (25-44)	Emerging Employer	Open, but needs structure
Low (15-24)	Developing Infrastructure	Limited Experience
Very Low (<15)	Foundational Stage	Not ready yet

