

AMERICANS WITH DISABILITIES ACT COMPLIANCE CHECKLIST FOR EMPLOYERS

1. Review you Company's job descriptions. Rewrite job descriptions and job standards to make them specific and unambiguous.
2. Identify job duties that cannot be performed by persons with disabilities. Decide if these functions are essential to the position. (Failing to identify essential functions invites litigation.)
3. Review all employment application forms and materials. All hiring materials, including those only for staff use, should be revised to eliminate all references to an applicant's medical history, physical or mental disabilities, workers' compensation history, and physical appearance. A job application form may as applicants to identify any reason why they cannot perform an essential function of a job.
4. Review job ads. Help wanted advertisements should not refer to nonessential requirements.
5. Focus job interviews on function-related questions.
6. Do not record or use visual impressions of an applicant's disability. Recording these impressions on an applicant's file could lead to discrimination charges.
7. Review employment testing procedures, locations and tests. They may have to be altered to accommodate disabled applications (including creating braille forms, providing readers or adjusting the work space to be more accessible).
8. Be ready to work with the disabled applicant in accommodating the disability This might include conducting a simulated test of an individual's ability to do a task and to access work sites and public areas.