



Inclusive Hiring Made Simple: A Step-by-Step Practical Guide for Employers



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Scan below to download a free copy of the handbook



01 - Introduction

Welcome to Inclusive Hiring Made Simple: A Step-by-Step Practical Guide for Employers. Hiring inclusively isn't just about meeting Alberta Human Rights Code, it's about strengthening your organization. When you open your doors to a wider range of skills, experiences, and perspectives, your workplace becomes more resilient, more creative, and more successful. Inclusive hiring helps you access untapped talent pools, improve retention, and build a culture where all employees can thrive.

This guide is designed to help employers whether you are a small business owner, HR professional, supervisor, or organizational leader, take practical, actionable steps to make your recruitment, hiring, and onboarding processes more accessible and welcoming. You don't have to know everything about disability or accessibility to get started. This guide breaks down the process step-by-step, offering you:

- Practical tools and worksheets.
- Ready-to-use templates.
- Real-world tips for improving your hiring practices.
- Simple strategies that benefit all candidates, not just those with disabilities.

Why Inclusive Hiring Matters

Across Alberta and elsewhere, people with disabilities represent a highly skilled, highly motivated, and often overlooked talent pool. Many face barriers not because of their skills or abilities, but because traditional hiring practices are not designed with accessibility in mind. By adjusting a few key steps in how we recruit, interview, and onboard employees, we can:

- Increase diversity and innovation in our workplaces.
- Broaden the talent pool we hire from.
- Improve employee satisfaction and retention.
- Create a culture of inclusion and belonging.

Hiring inclusively is an investment in your company's future, and it's simpler than you might think.

How to Use This Guide

This guide is designed to be easy to use. Each chapter focuses on a different part of the hiring process, starting with inclusive job postings and ending with onboarding and long-term support. You can work through it from start to finish or jump directly to the area you're ready to improve.

Each section includes:

- Practical explanations of what inclusion looks like at each step.
- Common barriers and simple ways to fix them.
- Links to checklists & templates you can download and use immediately.
- Questions to help you reflect and plan.
- Links to free employer supports for your organization.



Make this guide part of your onboarding for hiring managers and HR staff. It helps build inclusive hiring into your organizational culture from day one.

02 - Understanding Disability & Inclusion

What is Disability?

Disability is not a one-size-fits-all experience. It is diverse, dynamic, and often invisible. At its core, disability simply means a difference in how someone interacts with the world and it is the environment, not the person, that often creates barriers. There are many types of disabilities, including:

- Sensory (e.g., vision, hearing, speaking).
- Physical (e.g., mobility challenges, medical conditions).
- Cognitive (e.g., intellectual disabilities, learning disabilities, autism).
- Mental health (e.g., depression, anxiety, PTSD).

Disability is
diverse, not
always visible



Disability exists along a spectrum. Two people with the same general diagnosis (e.g., hearing loss) may have completely different experiences and needs. Many individuals use assistive technology to help navigate daily tasks, such as screen readers, hearing aids, mobility devices (wheelchairs, walkers), and speech-to-text software.

Disability and Employment

Despite having equal or greater qualifications, people with disabilities often face higher unemployment rates. This isn't due to a lack of ability, it's because traditional hiring practices unintentionally exclude them. Common barriers include:

- Inaccessible job postings.
- Interview processes that prioritize one way of communicating or presenting.
- Lack of knowledge about accommodations.

Inclusive hiring means thinking beyond the traditional mold of what a "good candidate" looks like and instead focusing on skills, potential, and outcomes.

It's the
environment, not
the person, that
creates barriers



Assistive Technologies & Accommodations: Enablers of Success

Today, many supports exist that allow employees with disabilities to perform at their best, including:

- Screen reading software that converts text to speech.
- Captioning services for meetings.
- Modified workstations, ramps or flexible scheduling.
- Communication access (e.g., interpreters, speech boards).



Accommodations are often simple and inexpensive, and they benefit not just employees with disabilities but the entire workforce.

Breaking Down Myths About Hiring People with Disabilities

Myth	Reality
Hiring people with disabilities is expensive.	Most accommodations cost little to nothing, and many funding supports exist.
People with disabilities can't perform at the same level.	With the right supports, employees with disabilities are as capable and productive as anyone.
It's risky to hire someone who might need accommodation.	All employees benefit from flexibility and inclusion reduces turnover.
It's complicated to make the process accessible.	Simple changes like better job postings and clear communication make a huge difference.

Inclusion is a Strength, not a Favour

Hiring inclusively is not an act of charity. It's a business strength:

- Companies that embrace diversity outperform competitors in innovation and profitability.
- Inclusive teams are more creative, more adaptable, and better at solving problems.
- Inclusive workplaces signals to customers, clients, and the broader community that your organization values every individual.



Key Takeaways

- Disability is diverse, there is no "one size fits all" experience.
- Accessibility often involves simple, inexpensive, practical changes.
- Hiring inclusively builds a stronger, more innovative workforce.
- Your goal as an employer is to remove barriers, not lower standards.



Next Steps

Review your current hiring practices with accessibility in mind:

- Do your job postings welcome diverse applicants?
- Are your interview locations and formats accessible?
- Do you offer accommodations proactively?
- Small adjustments can open your doors to a much wider talent pool.

Need help developing your inclusive hiring practices or accommodations? Connect with us for free help!



03 - Writing Inclusive and Accessible Job Postings

Why Inclusive Job Postings Matter

The hiring process starts with a simple document: the job posting.

But too often, traditional postings unintentionally exclude highly qualified candidates, not because of the job itself, but because of how the opportunity is presented.

An accessible, inclusive job posting:

Inclusive hiring starts with inclusive messaging



- Attracts a wider, more diverse range of candidates.
- Signals your commitment to diversity, equity and inclusion.
- Helps applicants understand whether the role and environment are a good fit.
- Makes your organization stand out as an employer of choice.

Disability exists on a spectrum, vision, hearing, mobility, flexibility, cognition and varies widely between individuals. Accessible recruitment allows all job seekers to showcase their potential.

How to Use This Section

Start by reviewing your existing job posting. Then use the checklist below to update it with more inclusive formatting, language, and accessibility options. Each numbered strategy comes with examples you can incorporate.

1. Accessible Formatting
2. Plain Language
3. Focus on Skills
4. Describe the Work Environment
5. Include Accommodation and Diversity Statements
6. Offer Multiple Application Methods
7. Be Inclusive of Diverse Experiences

Core Strategies for Inclusive Job Postings

1 Use Accessible Formatting

Accessible formatting ensures that your posting can be easily read by everyone, including those using assistive technology.

Checklist for accessible design:

- Use a sans serif font (Arial, Calibri, Verdana).
- Set font size to 12 points or larger.
- Use **bold** text sparingly and avoid italics or ALL CAPS.
- Ensure high contrast between text and background (e.g., black text on white).
- Use clear headings and short sections.
- Use bulleted lists with one idea per bullet point.
- End each bullet point with a period to help screen readers.
- Add alt text to images or graphics.
- Provide the job posting in accessible file formats (Word, HTML, large print).

2 Write in Plain Language

Plain language helps all candidates understand your requirements easily, including those with cognitive disabilities, language barriers, or learning disabilities.

Tips for plain language:

- Use short sentences and common words.
- Avoid jargon, technical terms, or acronyms – or explain them.
- Write in a friendly, conversational style.
- Use informal, direct headings (e.g., “What You Will Do” instead of “Primary Responsibilities”).

3 Focus on Skills, Not How They're Performed

Focus your posting on outcomes, not the method someone uses to achieve them. Inclusive phrasing examples:

Instead of...	Say...
Must walk long distances	Must move to different areas of the facility
Must speak clearly	Must be able to exchange information clearly
Must lift 50 lbs	Must move up to 50 lbs with or without accommodations
Must speak English fluently	Must be able to communicate effectively in English (spoken, written, or alternative forms)

4 Describe the Work Environment

Help applicants understand the physical and social environment of the workplace. This lets candidates self-assess their fit without unnecessary exclusion.

Information to include:

- Size and layout of the workspace (open concept, quiet zones, etc.).
- Accessibility features (e.g., ramps, elevators, accessible washrooms).
- Noise levels, scent-free policies, or flexible work areas.
- Team culture (e.g., collaborative, independent, fast-paced, flexible)
- Opportunities for mentorship, peer support, or team-based work
- Communication norms (e.g., regular team check-ins, use of chat/email/video, feedback style)

5 Include Accommodation and Diversity Statements

Make it clear you welcome applicants with disabilities and offer accommodations.

Examples:

- "We are committed to creating an inclusive and accessible workplace. Accommodations are available throughout the recruitment process."
- "We welcome applications from candidates with diverse abilities, experiences, and backgrounds."

This simple addition signals that you expect diversity, and support it.

6 Offer Multiple Application Methods

Different candidates access technology differently. Provide more than one way to apply:

- Email submission.
- Online form.
- In-person or postal mail (where possible).
- Telephone applications (for select roles).

This reduces barriers caused by inaccessible online portals or difficult web navigation.

7 Be Inclusive of Diverse Experiences

Action Item	Example
Welcome alternative expertise or proven workarounds.	Candidates with diverse experience or alternative ways of completing tasks will be considered.
Remove non-essential requirements.	Don't require a driver's license unless driving is part of the job.
Describe the physical environment.	Mention scent-free policies, accessible washrooms, noise level, signage, ramps, etc.
Use inclusive verbs.	"Move around" instead of "walk" or "Exchange information" instead of "speak"

Tips for Posting

- Always include the accommodation statement before the final application instructions (not hidden at the bottom).
- Name a specific contact if possible, not just a generic email address.
- Use positive, open wording, this encourages candidates to feel welcome asking for accommodations.

Common Pitfalls to Avoid

Pitfall...	Inclusive Alternative...
Requiring driver's licenses unnecessarily	State the need for travel without specifying a method unless essential
Listing "excellent verbal communication" for all roles	Specify communication needs based on job functions
Using exaggerated descriptors (e.g., "rockstar", "ninja")	Stick to clear, professional titles that describe the role accurately
Requiring perfection across multiple unrelated skills	Focus on core competencies needed to succeed



- Focus on outcomes (what the person needs to achieve), not how they achieve it.
- Assume technology, supports, or accommodations can assist candidates.
- Use verbs that reflect multiple ways of completing tasks.

allow for alternative
expertise
or experience that
demonstrates
competency





Key Takeaways

- Accessibility begins at the first point of contact, the job posting.
- Plain language benefits all applicants, not just those with disabilities.
- Inclusive design allows more qualified individuals to see themselves in your opportunities.
- Accommodations and alternative application methods must be offered proactively.



Next Steps

Review your current job posting template.

- Is it readable by assistive technology?
- Does it describe outcomes, not methods?
- Does it invite applicants to request accommodations?
- A few small changes can open the door to a wider candidate pool.

Need help developing inclusive job postings ?
Connect with us for free help!



04 - Preparing For Inclusive Interviews

Why Inclusive Interviews Matter

Interviews are a critical step in the hiring process, but they can also present unintended barriers.

An inclusive interview process ensures that:

- Candidates are assessed on their skills and potential, not on how well they navigate a rigid process.
- All applicants have a fair opportunity to demonstrate their abilities.
- Your organization builds a reputation for equity, respect, and professionalism.

How to Use This Section:

Review this section with your hiring team before your next interview. Then use the checklist below to update to ensure the process is inclusive and has accessibility options. Each numbered strategy comes with examples you can copy and paste.

This section covers:

1. Flexible formats.
2. Preparing your team.
3. During the interview.
4. Sample language.
5. Supporting different disability types.

The goal is not to lower standards, it's to remove barriers so you can better recognize the best candidate for the job.



Strategies for Inclusive Interviews

1 Offer Flexible Interview Formats

- Offer choices for how the interview is conducted:
 - In-person.
 - Phone.
 - Video conferencing.
- Allow candidates to request accommodations like captioning, assistive technology, extended time, or alternative formats for tests.

Updating your interview process can help you find exceptional candidates you might otherwise miss.



2 Prepare your Team to Ensure the Interview Environment is Accessible

- Confirm the physical location is accessible (entrances, washrooms, elevators).
- Ensure accessible parking is available and clearly communicated.
- Minimize distractions (noise, poor lighting, interruptions) during interviews.
- Arrange accessible seating and clear pathways.
- Provide interview questions or topics in advance when possible.
- Outline what to expect during the interview (e.g., number of interviewers, structure, any assessments).
- Inform candidates about who will be present.

Transparency reduces anxiety and allows candidates to prepare and perform at their best

3 During the Interview

- Introduce yourself and your role clearly.
- Speak directly to the candidate (not to interpreters or support persons).
- Face the candidate when speaking and avoid covering your mouth.
- Be patient, allow extra time for responses.
- Focus on job-related skills and essential functions.

If you include skills assessments:

- Allow alternative formats (written, oral, demonstration-based).
- Offer additional time where needed.
- Ensure online assessments are screen reader compatible and keyboard navigable.

4 Sample language you can use immediately

When inviting candidates to interview, use inclusive, welcoming language.

Examples:

"We are committed to creating an inclusive and accessible hiring process. If you require accommodations to participate in the interview, please let us know, and we will work with you to meet your needs."

"Is there anything we can do to make the interview more accessible for you?"

These statements can help you set a supportive tone.

5 Supporting Different Disability Types

A few quick guidelines:



Mobility

- Ensure the interview site is accessible (ramps, elevators, accessible washrooms).
- Allow flexibility with written tests (extra time or alternatives if needed).
- Sit at eye level if speaking for an extended time.
- Offer assistance only if requested.
- Never lean on a person's wheelchair or assistive device.



Vision

- Verbally identify yourself and others in the room.
- Describe seating arrangements and directions clearly.
- Face the candidate when speaking; announce when you're moving.
- Offer materials in large print, accessible digital format, or audio.
- Verbalize diagrams or visual information (e.g., explain organizational charts).



Deaf or Hard of Hearing

- Confirm if a sign language interpreter or captioning is needed.
- Speak clearly and directly to the candidate, not the interpreter.
- Use visual aids when possible.
- If lip-reading, avoid covering your mouth and maintain eye contact.
- Minimize background noise to reduce distractions.



Speech

- Be patient; allow extra time for responses.
- Ask short, clear questions requiring short answers when possible.
- Don't finish sentences or interrupt, wait for the candidate to complete their thoughts.
- If unclear, politely ask for repetition or rephrasing.
- Offer the opportunity to write responses if easier.



Intellectual or Developmental Disabilities

- Use plain language, avoid jargon or complex phrases.
- Provide extra time for processing and answering questions.
- Ask one question at a time.
- Offer the option to review questions beforehand.
- Respect that the candidate may have a support person present but speak directly to the candidate.



Mental Health or Psychiatric

- Be flexible about interview timing (some candidates perform better at certain times of day).
- Maintain a calm, low-pressure atmosphere.
- Allow for breaks if needed.
- Avoid unnecessarily high-pressure timed tests or assessments.
- Focus on skills, abilities, and job requirements only.



Learning Disabilities

- Offer materials in alternate formats. (e.g., large print, double-spaced text).
- Give time to read or process questions.
- Accept written responses or allow for extra response time.
- Ask if the person prefers to answer orally or in writing.
- Avoid high-pressure timed assessments unless essential to the role.

General Best Practices for all Interviews

- Ask all candidates in advance if they require accommodations.
- Offer multiple interview formats (in-person, phone, video).
- Be open to share interview questions ahead of time.
- Focus on skills and potential, not assumptions.
- Provide a quiet, accessible, and comfortable interview space.

The best way to support a candidate is to ask, don't assume, every person is different.



Key Takeaways

- Inclusive interviews allow all candidates to showcase their skills fairly.
- Small adjustments, like flexible formats and sharing information early, make a difference.
- Focus interviews on skills, potential, and job outcomes, not assumptions.
- Being prepared for accessibility shows professionalism and respect.



Next Steps

Review your current interview process:

- Do you offer accommodations proactively?
- Are all candidates given a fair opportunity to demonstrate their abilities?
- Is your interview site (or virtual platform) fully accessible?
- After reading this section, review your last three interviews. Would someone with a visual, hearing, or cognitive disability have had an equal chance to succeed?

Need help developing inclusive interview processes?
Connect with us for free help!



05 - Accessible Onboarding and Early Success

Why Inclusive Onboarding Matters

An employee's first days and weeks set the tone for their entire experience with your organization.

Accessible, inclusive onboarding:

- Reduces new-hire anxiety and uncertainty.
- Builds early confidence and engagement.
- Increases retention, especially during the critical first three months.
- Reinforces a culture of inclusion from day one.

Onboarding is more than policies, it's where inclusion becomes real.



How to Use This Section

Review this section with your hiring team before your next onboarding. Then use the checklist below to update to ensure the process is inclusive and has accessibility options. Each numbered strategy comes with examples you can copy and paste. This section covers:

1. Prepare accommodations before Day One.
2. Create a Clear Onboarding Plan.
3. Provide Accessible Orientation & Training Materials.
4. Conduct an Inclusive Workplace Tour.
5. Provide Information About Benefits and Natural Supports.
6. Communication & Regular Check-Ins.

Strategies for Inclusive Onboarding

1 Set Up Accommodations Before Day One

- Ask employees about accommodation needs after they accept the offer but before they start.
- Provide an easy process for requesting accommodations.
- Set up assistive technologies, materials, workspace adjustments, designated quiet spaces for sensory-sensitive employees and communication supports in advance.

2 Create a Clear Onboarding Plan

Develop a structured, accessible plan that outlines:

- Orientation activities and timelines.
- Staff leads for each activity.
- Workspace tours highlighting accessibility features.
- Scheduled training sessions.
- Check-in dates and milestones.
- Provide the onboarding plan in an accessible format and discuss it openly with the new employee.

Employees who feel supported from the start are more productive, more loyal, and more successful.



3 Provide Accessible Orientation & Training Materials

- Create a Training Plan that outlines:
 - Skills to be learned.
 - Training timelines.
 - Staff responsible for training delivery.
- Share information in multiple formats:
 - Word documents (accessible to screen readers), large print versions, captioned videos, audio recordings with transcripts if required.
- Use plain language throughout handbooks, guides, and schedules.
- Offer early access to materials so employees have time to review.
- Allow flexibility in how training is delivered (written, visual, verbal, hands-on).

Orientation isn't "one-size-fits-all." Be flexible about timing and pacing.



4 Conduct an Inclusive Workplace Tour

During the tour, highlight:

- Accessible entrances and exits.
- Elevators, ramps, and accessible washrooms.
- Break areas and quiet zones.
- Emergency exits and evacuation plans (including accessible routes).
- Offer clear, verbal directions and provide a simple map if available.

5 Provide Information About Benefits and Natural Supports

- Discuss benefits (e.g., EAPs, accessibility funding, medical/dental, health spending accounts).
- Provide contact information for HR, IT, and direct supervisors.
- Offer access to natural supports like a peer mentor or peer guides for informal guidance.
- Provide opportunities for social interaction and relationship building.

Clear communication about where and how to get help reduces stress and speeds up integration.

6 Communication & Regular Check-Ins

Check-ins allow managers to offer feedback and clarify expectations, adjust onboarding plans if needed, evaluate the effectiveness of accommodations and build early, strong relationships with new employees.

Recommended check-in frequency:

- Daily for the first week (short, informal).
- Weekly during the first month (structured discussions).
- Monthly during months two and three (formal performance and well-being check-ins).
- Communicate an open-door policy.
 - Explain who employees can contact with concerns.
 - Offer options like in-person meetings, email, or anonymous feedback.
- Encourage employees to discuss challenges or accommodation adjustments.
- Train managers to respond respectfully to access needs and feedback.



Key Takeaways

- Onboarding sets the foundation for retention, engagement, and success.
- Accessibility must be embedded into orientation materials, tours, and training.
- Early accommodations and regular communication foster confidence.
- Building a support system around new hires increases their connection to the team and the company.



Next Steps

Review your current onboarding checklist:

- Are materials available in accessible formats?
- Is there a clear support system in place?
- Are accommodations discussed and implemented early?
- Creating an inclusive onboarding experience helps everyone thrive.

Need help developing inclusive onboarding processes? Connect with us for free help!



06 - Accommodation Plans and Ongoing Support

What are Accommodations?

Workplace accommodations are adjustments or modifications that allow an employee to perform the essential functions of their job. Accommodations are not special treatment, they are tools that create equal access to opportunity.

Examples of accommodations:

- Modified work schedules.
- Screen reading software.
- Adjustable desks and seating.
- Provision of sign language interpreters or captioning.
- Communication supports like plain language materials or alternative formats.

Inclusive hiring
is not about
doing more work.
It is about doing hiring
better for everyone.



Accommodations empower employees to perform at their best.

Why Formal Accommodation Plans Matter

While informal adjustments can work temporarily, formal accommodation plans:

- Ensure clarity between the employee and employer.
- Provide accountability and timelines.
- Reduce misunderstandings about roles and responsibilities.
- Create a framework for review and adjustment.

A simple written plan shows that you take accessibility seriously, and helps employees feel respected and supported.

How to Use This Section

Review this section with your hiring team before your next onboarding. Then use the checklist below to update to ensure the process is inclusive and has accessibility options. Each numbered strategy comes with examples you can copy and paste.

This section covers:

1. Open the Conversation Early
2. Complete an Accommodation Plan Template
3. Implement Accommodations Promptly
4. Review and Adjust Regularly

How to Create an Accommodation Plan

1 Open the Conversation Early

- Start the discussion as soon as an employee accepts the offer (if applicable).
- Use respectful, open-ended questions:
 - "What supports might help you perform your role at your best?"
 - "Are there any accommodations you'd like us to prepare for you before your first day?"
- Emphasize confidentiality and support.

2 Complete an Accommodation Plan Template

Basic elements of an accommodation plan include:

Field	What to Include
Employee Name & Start Date	Basic identification
Accommodation Requested	What support or adjustment is needed
Description/Support Needed	Details about the accommodation
Provided Format	Physical change, assistive tech, procedural change
Responsibility	Who ensures it's in place (Employer/Employee/IT)
Review Schedule	When to check back and reassess

3 Implement Accommodations Promptly

- Arrange technology, workspace modifications, or communication supports before the employee's start date whenever possible.
- Communicate clearly who is responsible for setting up each support.
- Offer a point of contact if adjustments are needed.

4 Review and Adjust Regularly

- Check in on accommodations during performance reviews or check-ins.
- Ask:
 - "Is this support still working well for you?"
 - "Are there any adjustments we should consider?"
- Adjust accommodation plans based on evolving needs, job changes, or employee feedback.

Best Practices for Managing Accommodations

- Keep documentation confidential and stored securely.
- Involve only necessary personnel (e.g., direct supervisor, HR, IT support).
- Train managers to handle accommodation requests respectfully and promptly.
- Reinforce that requesting accommodations is welcomed, not penalized.



Key Takeaways

- Accommodations remove barriers, they do not lower standards.
- A simple, respectful process for requesting and reviewing accommodations is critical.
- Regular reviews ensure accommodations remain effective as needs or roles change.
- Formal accommodation plans promote trust, consistency, and compliance.



Next Steps

Review your current accommodation process:

- Do employees know how to request accommodations?
- Are accommodations documented and reviewed regularly?
- Are managers trained to respond appropriately?
- Effective accommodation planning strengthens inclusion, retention, and overall team performance.

Need help determining potential accommodations or developing an accommodation plan? Connect with us for free help!



07 - Resources, Checklists, and Templates

Final Thoughts

Throughout this guide, you've seen that inclusive hiring and onboarding are not complicated, they're practical, manageable steps that create better outcomes for everyone. Inclusive hiring isn't a single action, it's a commitment to building better workplaces where everyone can thrive. Every adjustment you make, from an accessible job posting, to a welcoming interview, to a supportive first week, opens the door to new ideas, stronger teams, and a more resilient organization.

Free Reference Checklists & Templates



Accessible Job Posting Checklist

(Create postings that are accessible, plain language, and welcoming.)



Inclusive Interviewing Checklist

(Prepare for interviews that fairly assess skills, not barriers.)



Inclusive Onboarding Checklist

(Structure onboarding to support every employee from Day One.)



Inclusive Onboarding Plan Template

(Coordinate activities, timelines, and accessibility needs.)



Inclusive Accommodation Plan Template

(Document accommodation supports respectfully and clearly.)



Sample Accommodation Statement For Job Postings

(Accommodation statements and inclusive phrasing examples.)

Inclusion benefits everyone. It starts with small steps and it starts with you.

“

Download a free copy of any of the resources listed above



Helpful Resources



Employ Ability: Enhancing Employer Capacity to Recruit and Retain Diverse Persons with Disabilities

<https://www.srdc.org/project/employ-ability-enhancing-employer-capacity-to-recruit-and-retain-diverse-persons-with-disabilities/>



Job Bank – Employment for Persons with Disabilities

Free job posting portal welcoming candidates with disabilities.

<https://www.jobbank.gc.ca/home>



Canadian Human Rights Commission

Resources on workplace accommodation and inclusive practices.

<https://www.chrc-ccdp.gc.ca/>



Employer Assistance and Resource Network on Disability Inclusion (EARN)

Free tools and training for disability-inclusive employment.

<https://askearn.org/>



Job Accommodation Network (Ask Jan)

A to Z of Disabilities, Accommodations, and Related Topics

<https://askjan.org/>

08 - About EmployAbilities

EmployAbilities Society Of Alberta

EmployAbilities is a community-driven, charitable, non-profit organization, governed by a volunteer board of directors and proudly serving Albertans since 1974. In 2024, we celebrated our 50th anniversary, marking five decades of dedicated service to individuals with disabilities facing barriers to employment and the inclusive employers who welcome them.

EA is a vocal champion for inclusive hiring and community advocacy. In 2025, we helped 420 individuals secure meaningful employment. Our work is not about entitlement or compromise it's about inclusion and opportunity. In recognition of this, EmployAbilities received the RISE Equity in Action Award for our commitment to creating workplaces that reflect and value the full diversity of society. Proudly 83% of our own staff have lived experience of disability.

09 - About Labour Force Link

Labour Force Link

Labour Force Link connects employers and workers in northern communities by offering free services to support recruiting, hiring, training, and retaining staff. Our Employer Strategists provide tailored support in areas such as:

- Job posting design.
- Recruitment & retention strategies.
- Labour market planning.
- Referrals & consultations.
- Employment promotion.
- Human resource skills development.



Check out our website for more information:

www.labourforcelink.ca



The material used to create this resource was adapted from the training developed by AWES as part of the Employ Ability project.

<https://www.srdc.org/project/employ-ability-enhancing-employer-capacity-to-recruit-and-retain-diverse-persons-with-disabilities/>