



## Understanding How Inclusion Relates to Your Department: Human Resources (HR)

HR professionals help ensure that a museum’s staff reflects its community, and is comprised of all kinds of people, including those with disabilities. This requires an intentional approach to recruiting, efforts to create an open and inclusive environment, and prompt responses to requests for reasonable accommodations. Review the scenarios in the chart below and consider opportunities to engage more people with disabilities on your team.

Scenario	Opportunities
You want to increase the number of people with disabilities on your staff, but don’t know how to increase this candidate pool.	<ul style="list-style-type: none"> <li>▪ Ask organizations concerned with accessible arts such as ABS to send job postings on social media.</li> <li>▪ Expand your college recruitment efforts and reach-out to offices that support students with disabilities.</li> <li>▪ Use language in job postings that is inviting to people with disabilities.<sup>1</sup></li> </ul>
You need to learn more about responsibilities for providing accommodations.	<ul style="list-style-type: none"> <li>▪ Review Title I of the Americans with Disabilities Act.<sup>2</sup></li> <li>▪ Explore the Job Accommodations Network website for support and information: <a href="http://askjan.org">http://askjan.org</a></li> </ul>
You’re concerned about the cost of reasonable accommodations.	<ul style="list-style-type: none"> <li>▪ More than half of accommodations cost employers nothing. The typical one-time cost for accommodations is \$500.</li> <li>▪ Read “The Cost of Access” in Inclusion Toolkit 1 for insight on costs associated with inclusion efforts at other museums.</li> </ul>
You want to promote social inclusion of people with disabilities in the workplace.	<ul style="list-style-type: none"> <li>▪ Involve seasoned staff members with disabilities in new staff onboarding initiatives to promote interaction.</li> <li>▪ Support all staff with training and resources to enhance understanding of diversity.</li> <li>▪ If interest exists, partner new employees with complex disabilities with peer mentors to help them learn the internal culture and navigate the social landscape of your institution.</li> </ul>

<sup>1</sup> Learn more about crafting job descriptions that comply with ADA regulations with the following resources: <http://askjan.org/media/jobdescriptions.html>  
<http://www.careeronestop.org/businesscenter/jdw/gettingstarted.aspx>

<sup>2</sup> A summary of Title III of the ADA is available here: <http://askjan.org/links/ADAtam1.html#III>



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