

## Workplace Inclusion Checklist

1. **Orientation & Training** - Does/did employee learn job tasks from: orientation; a co-worker mentor; a formal company training program?
2. **Co-workers In Similar Jobs** - Do one or more co-workers have same or closely related job as employee?
3. **Working Together With Co-Workers** - How often does employee work with one or more co-workers to complete job tasks?
4. **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?
5. **Work Schedule** - Does work schedule match that of co-workers?
6. **Meetings** - Does employee attend staff or employee meetings?
7. **Rules and Policies** - Does employee follow the same company or department rules and policies as others?
8. **Name** - Does employee's name appear on mail slots, schedules, phone listings, or other lists?
9. **Advancement** - Does employee receive support for advancement and career development within the company?
10. **Voice mail** - If employees in similar positions have voice mail, does employee have it?
11. **E-mail** - If employees in similar positions have e-mail, does employee have it?
12. **Language** - Does employee use special work site terms, language or jargon?
13. **Equipment** - Does employee's job include use of the equipment everyone shares?
14. **Uniform/Dress** - Does employee wear same uniform or dress similarly to co-workers?
15. **Workplace Items** - Does employee have same items as issued to other employees (locker, key, uniform, i.d., name badge)?
16. **Pay** - Is the employee paid for their work using similar mechanisms? Does employee receive pay in same way as other workers?
17. **Benefits** - Does employee receive similar benefits as other workers?
18. **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?

19. **Performance Review** - If performance reviews are typical of work setting, is employee's job performance reviewed by supervisor?
20. **Feedback Solicited** - Does supervisor typically ask employees for their opinion or suggestions? If so, is feedback solicited from employee with a disability?
21. **Talking Socially** - How often during the day does employee talk socially with a co-worker?
22. **Socializing** - Does employee socialize with co-workers during common social times?
23. **Lunch** - Does employee eat lunch with co-workers?
24. **Break** - Does employee share the same break times as co-workers?
25. **Break Customs** - Are there informal social customs connected to break (coffee fund, bringing in refreshments, etc.)? Does employee participate in these?
26. **Birthday Celebrations** - Are birthday celebrations part of the workplace culture? Do workers know the employee's birthday?
27. **Workplace Celebrations** - Does employee participate in workplace celebrations, such as birthdays? Does employee sign group cards for co-workers?
28. **Contributing to Collections** - Does employee contribute to collections for co-worker gifts?
29. **Giving Cards** - Does employee give birthday and holiday cards to co-workers?
30. **Organized Social Activities** - If the work setting has organized social activities like an annual picnic or sports teams, does employee participate in them?
31. **Socializing Outside Work** - Does employee join co-workers in get-togethers outside of work?
32. **Transportation** - Does employee use non-specialized transportation to get to work?
33. **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?
34. **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?