* 1. **Employer Survey**

**Section I. Demographic Information.**

1. What is your job title?
   1. President/Owner
   2. Financial Director
   3. Human Resources Director
   4. Vice-President
   5. Director
   6. Assistant Director
   7. Manager
   8. Assistant Manager
   9. Supervisor
   10. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In what U.S. state or territory is your business headquartered?
3. What is the size (employee number) of the company in which you work?
   1. Fewer than 5
   2. 5 to 14
   3. 15 to 249
   4. 250 to 999
   5. 1000 or more
4. Of what industry is your business a part?
   1. Architecture and Engineering
   2. Arts and Design
   3. Building and Grounds Cleaning
   4. Business and Financial
   5. Community and Social Service
   6. Computer and Information Technology
   7. Construction and Extraction
   8. Education, Training, and Library
   9. Entertainment and Sports
   10. Farming, Fishing, and Forestry
   11. Food Preparation and Serving
   12. Healthcare
   13. Installation, Maintenance, and Repair
   14. Legal
   15. Life, Physical, and Social Science
   16. Management
   17. Math
   18. Media and Communication
   19. Military
   20. Office and Administrative Support
   21. Personal Care and Service
   22. Production
   23. Protective Service
   24. Sales
   25. Transportation and Material Moving
   26. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. How many years have you been working for the company?
6. How many years have you been in your current role?
7. How many employees do you supervise?
8. In the past 12 months, has your workplace had difficulty hiring individuals?
9. In the past 12 months, has your workplace had unfilled positions?
10. In the past 12 months, have you posted job openings with little to no applicants?

**Section II. Company Practices.**

1. To your knowledge, do any of your company’s current employees have a physical or mental disability?
   1. Yes
   2. No
   3. Not sure
2. Do you happen to know how many employees in your company have a disability?
   1. Number \_\_\_\_\_\_\_\_\_\_
   2. We don’t track that information
   3. Not sure how many
3. In the past 12 months has your company hired any individuals with disabilities?
   1. Yes
   2. No
   3. Not sure
4. Does your company actively recruit job applicants who are individuals with disabilities?
   1. Yes
   2. No
   3. Not sure
5. How do you proactively recruit job applicants who are individuals with disabilities? Please check all that apply.
   1. Including individuals with disabilities in diversity recruitment goals
   2. Creating partnerships with disability-related advocacy organizations
   3. Contacting career centers at colleges and universities when vacancies arise
   4. Posting job announcements in disability-related publications
   5. Posting job announcements on disability-related websites
   6. Posting job announcements and/or hosting a table at disability-related job fairs
   7. Establishing summer internship and mentoring programs targeted at youth with disabilities
   8. Posting jobs with Centers for Independent Living (CILS)
   9. Posting jobs with the Department of Vocational Rehabilitation or Rehabilitation Services
   10. Posting jobs with the job service or workforce employment center (if needed: unemployment Offices)
   11. Other ways (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Would any of the following types of information persuade you to recruit individuals with a disability? Please check all that apply.
   1. Information that addresses your concerns about costs?
   2. Information showing how hiring individuals with disabilities has benefited other companies in your industry?
   3. Information showing how hiring individuals with disabilities has benefited nationally recognized companies, for example a Fortune 500 company (e.g., IBM, Proctor & Gamble, Ernst & Young, Cisco Systems, S.C. Johnson, Sodexo, etc.)?
   4. Information showing how hiring individuals with disabilities can benefit your company’s bottom line?
   5. Information showing how hiring individuals with disabilities can increase your company’s productivity?
   6. Information that is supported by statistics or research?
   7. Information on satisfactory job performance, attendance, and retention of individuals with disabilities?
   8. Testimonial information of senior executives attesting to the success for their companies?
   9. Testimonial information of human resources managers attesting to the success for their companies?
   10. Testimonial information of line managers attesting to the success for their companies?
   11. Anything else? (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. How much of a challenge are the following factors to your company in hiring individuals with disabilities?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not a challenge | Somewhat | Major challenge | Unsure | N/A |
| Discomfort or unfamiliarity regarding hiring individuals with disabilities |  |  |  |  |  |
| Lack of knowledge or information about individuals with disabilities |  |  |  |  |  |
| Attitudes of co-workers |  |  |  |  |  |
| Attitudes of supervisors |  |  |  |  |  |
| Attitudes of customers |  |  |  |  |  |
| Not knowing how much accommodation will cost |  |  |  |  |  |
| Actual cost of accommodating disability |  |  |  |  |  |
| Concern about the cost of health care coverage |  |  |  |  |  |
| Concern about the cost of workers compensation premiums |  |  |  |  |  |
| Fear of litigation |  |  |  |  |  |
| You cannot find qualified individuals with disabilities |  |  |  |  |  |
| The nature of the work is such that it cannot be effectively performed by individuals with disabilities |  |  |  |  |  |

1. In your opinion, how much of a challenge are the following factors to your company in advancing a person with a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not a challenge | Somewhat | Major challenge | Unsure | N/A |
| Attitudes of co-workers? |  |  |  |  |  |
| Attitudes of supervisors |  |  |  |  |  |
| Attitudes of customers |  |  |  |  |  |
| Actual cost of accommodating disability |  |  |  |  |  |
| Lack of advancement potential |  |  |  |  |  |

1. In your opinion, how much of a challenge are the following factors to your company in retaining a person with a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not a challenge | Somewhat | Major challenge | Unsure | N/A |
| Lack of opportunity for advancement |  |  |  |  |  |
| Attitudes of co-workers |  |  |  |  |  |
| Attitudes of supervisors |  |  |  |  |  |
| Attitudes of customers |  |  |  |  |  |
| Actual cost of accommodating a disability |  |  |  |  |  |
| Concern about the cost of health care coverage |  |  |  |  |  |
| Concern about the cost of workers compensation premiums |  |  |  |  |  |
| Finding a way to return employees to work who have been on disability leave or workers compensation |  |  |  |  |  |

1. Some employers have concerns about hiring individuals with disabilities. Here are some of the concerns we often hear from employers. Please rate whether these concerns are not a challenge to a major challenge.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Not a challenge | Somewhat | Major challenge | Unsure | N/A |
| Supervisors are not comfortable managing individuals with disabilities |  |  |  |  |  |
| Supervisors are not sure how to evaluate an individual with a disability |  |  |  |  |  |
| Supervisors are not sure how to take disciplinary action for an individual with a disability |  |  |  |  |  |
| Workers with disabilities lack the skills and experience to do our jobs |  |  |  |  |  |
| Individuals with disabilities may not be as safe and productive as other workers |  |  |  |  |  |
| It costs more to employ workers with disabilities than those without disabilities due to accommodations, additional management time, or healthcare and insurance costs. |  |  |  |  |  |

1. Identify which of the following strategies could be helpful in reducing barriers to **hiring** individuals with disabilities into your company? Please check all that apply.
   1. Using a recruiting source that specializes in placing individuals with disabilities
   2. Developing a targeted recruitment program for individuals with disabilities
   3. Short-term on the job assistance with an outside job coach?
   4. Training existing staff
   5. On-site consultation or technical assistance
   6. Mentoring
   7. Visible top management commitment
   8. Centralized accommodations fund
   9. Disability targeted internship program
   10. Assistive technology
   11. Flexible work schedule
   12. Employer tax credits and incentives
   13. Reassignment
2. Identify which of the following strategies could be helpful in reducing barriers to **advancing** individuals with disabilities into your company? Please check all that apply.
   1. Short-term on the job assistance with an outside job coach
   2. Training existing staff
   3. On-site consultation or technical assistance
   4. Mentoring
   5. Visible top management commitment
   6. Centralized accommodations fund
   7. Disability awareness training
   8. Disability targeted internship program
   9. Assistive technology
   10. Flexible work schedule
   11. Reassignment
   12. Employer tax credits and incentives
3. Identify which of the following strategies could be helpful in reducing barriers to **retaining** individuals with disabilities into your company? Please check all that apply.
   1. Short-term on the job assistance with an outside job coach
   2. Training existing staff
   3. On-site consultation or technical assistance
   4. Mentoring
   5. Visible top management commitment
   6. Centralized accommodations fund
   7. Disability awareness training
   8. Disability targeted internship program
   9. Assistive technology
   10. Flexible work schedule
   11. Reassignment
   12. Employer tax credits and incentives

**Section III. Skill Assessment.**

Directions: for the questions below, please rate the importance of each skill or attribute for an ENTRY LEVEL job. Check the score that best represents your opinion.

**1‐ NOT important at all**

**2‐ SOMEWHAT important**

**3‐ VERY important**

**4‐ EXTREMELY important**

1. Given the ***basic skills*** listed below, please rate the level of importance with regard to ENTRY LEVEL employees. (8 items)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all | Somewhat | Very | Extremely |
| Ability to read with understanding | 1 | 2 | 3 | 4 |
| Ability to convey ideas in writing | 1 | 2 | 3 | 4 |
| Ability to speak so others can understand | 1 | 2 | 3 | 4 |
| Ability to listen actively | 1 | 2 | 3 | 4 |
| Ability to learn new skills | 1 | 2 | 3 | 4 |
| Ability to apply basic math | 1 | 2 | 3 | 4 |
| Ability to apply basic computer/technology skills | 1 | 2 | 3 | 4 |
| Ability to follow instructions | 1 | 2 | 3 | 4 |

1. Given the ***higher order thinking skills*** listed below, please rate the level of importance with regard to ENTRY LEVEL employees. (4 items)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all | Somewhat | Very | Extremely |
| Ability to solve problems | 1 | 2 | 3 | 4 |
| Ability to seek help when needed | 1 | 2 | 3 | 4 |
| Ability to use critical thinking (i.e., purposeful and reflective judgments) | 1 | 2 | 3 | 4 |
| Ability to use creative thinking | 1 | 2 | 3 | 4 |
| Ability to consider the impact of decisions | 1 | 2 | 3 | 4 |
| Ability to employ valid and reasonable research strategies | 1 | 2 | 3 | 4 |

1. Given the ***personal management skills*** listed below, please rate the level of importance with regard to ENTRY LEVEL employees. (11 items)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all | Somewhat | Very | Extremely |
| Ability to maintain appropriate personal appearance (grooming, hygiene, clothing) | 1 | 2 | 3 | 4 |
| Ability to follow schedules | 1 | 2 | 3 | 4 |
| Ability to be on-time | 1 | 2 | 3 | 4 |
| Ability to monitor quality of work | 1 | 2 | 3 | 4 |
| Ability to stay with a task until finished | 1 | 2 | 3 | 4 |
| Ability to control self and work without direct supervisor | 1 | 2 | 3 | 4 |
| Ability to accept authority | 1 | 2 | 3 | 4 |
| Ability to accept criticism | 1 | 2 | 3 | 4 |
| Ability to show a high regard for safety procedures | 1 | 2 | 3 | 4 |
| Ability to make plans and work toward goals | 1 | 2 | 3 | 4 |
| Ability to recognize and correct own mistakes | 1 | 2 | 3 | 4 |
| Ability to attend to personal health and financial well-being | 1 | 2 | 3 | 4 |

1. Given the ***interpersonal skills*** listed below, please rate the level of importance with regard to ENTRY LEVEL employees. (6 items)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all | Somewhat | Very | Extremely |
| Ability to use socially acceptable language | 1 | 2 | 3 | 4 |
| Ability to show respect for others | 1 | 2 | 3 | 4 |
| Ability to work well with individuals from diverse backgrounds | 1 | 2 | 3 | 4 |
| Ability to cooperate with others and be a good team player | 1 | 2 | 3 | 4 |
| Ability to model integrity and ethical leadership | 1 | 2 | 3 | 4 |
| Ability to advocate for self | 1 | 2 | 3 | 4 |
| Ability to negotiate and resolve conflict | 1 | 2 | 3 | 4 |
| Ability to communicate clearly, effectively, and with reason | 1 | 2 | 3 | 4 |

1. Given the ***personal attributes*** listed below, please rate the level of importance with regard to ENTRY LEVEL employees. (7 items)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all | Somewhat | Very | Extremely |
| Demonstrating personal interest in work | 1 | 2 | 3 | 4 |
| Demonstrating motivation towards work | 1 | 2 | 3 | 4 |
| Demonstrating personal integrity/Honesty in work | 1 | 2 | 3 | 4 |
| Demonstrating ability to adapt to change | 1 | 2 | 3 | 4 |
| Demonstrating responsibility in work | 1 | 2 | 3 | 4 |
| Demonstrating confidence in work | 1 | 2 | 3 | 4 |
| Demonstrating initiative in work | 1 | 2 | 3 | 4 |

When thinking about disabilities working in your workplace, please provide any additional information that was not addressed in this survey that may support individuals with disabilities being successful in your workplace.

Thank you very much for your patience and participation. Please feel free to put any comments or additional information below: