

Employing Deaf Workers: Checklist

By following this checklist, employers can create an inclusive and supportive environment for deaf workers, allowing them to thrive in their roles. Remember, keep the AIDE framework, open communication and flexibility are key to a successful working relationship.



Preparation for Hiring



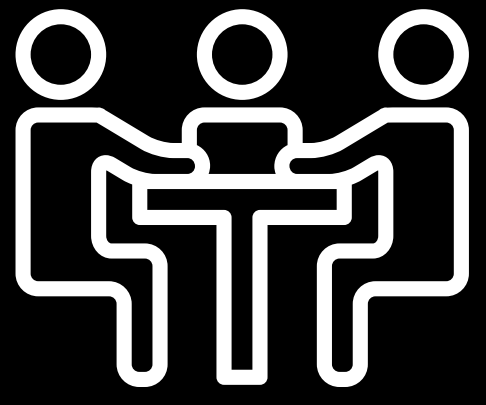
Advertisement and Job Posting

- ☐ Consider including a statement encouraging applicants with disabilities to apply.
- ☐ Specify the accessibility of the application process with a drop-down menu with a list of accommodations (including Auslan interpreters).



Accessible Application Process

- ☐ Ensure online application forms are compatible with screen readers and other assistive technologies.
- ☐ Provide alternative methods for sending applications (e.g., email, phone).



Interview and Selection Process



Communication Preferences



Ask candidates about their preferred methods of communication during the interview process.



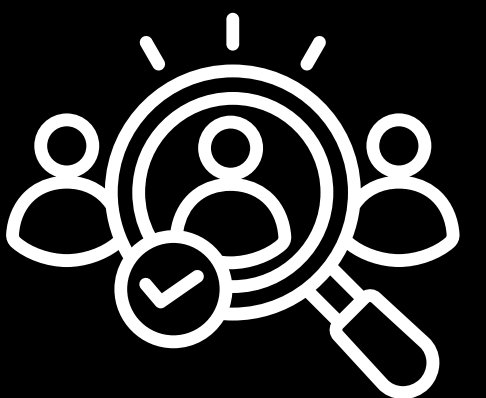
Interview Setup



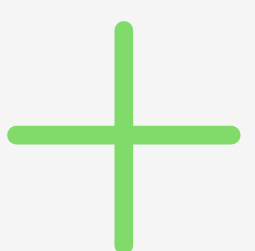
Ensure the interview room is well-lit and free from background noise to ease lip-reading or Auslan (or other sign language) communication.



Ensure the room is accessible for anyone, including service dogs, and big enough for extra persons.



Hiring Decision



Reasonable Accommodations



Discuss potential accommodations with the selected candidate to ensure they have what they need to perform their job effectively.

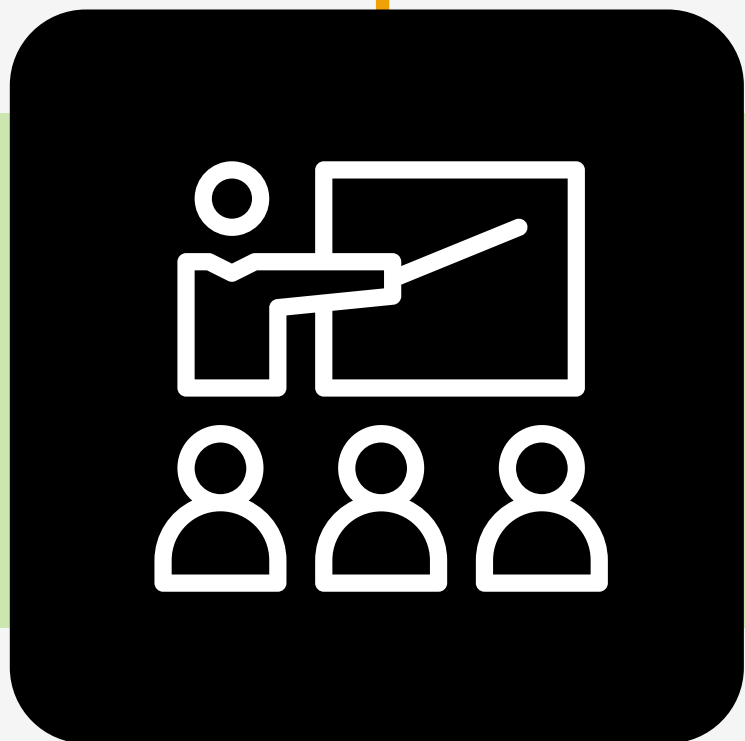


Discuss their preferences on workplace design that will enhance their performance and build up teamwork with the rest of the workplace.



Training for Staff

- ☐ Educate relevant staff members about working with deaf colleagues and how to help effective communication by providing Deaf awareness and sensitivity training selected appropriately by the deaf colleague.



Onboarding and Integration



Workspace Setup

- ☐ Ensure the workstation is set up to the specifications of the deaf colleague as each deaf person would have their own preferences.
- ☐ Inform others on how to approach and use the setup that works for the deaf colleague.
- ☐ Apply the Employment Assistance Fund (EAF under Job Access) for the employee and let them know.



Emergency Alerts

- ☐ Provide visual or vibrating alerts for emergency situations.
- ☐ Plan with the deaf colleague on how to work with selected people about the emergency communication systems and alerting methods.



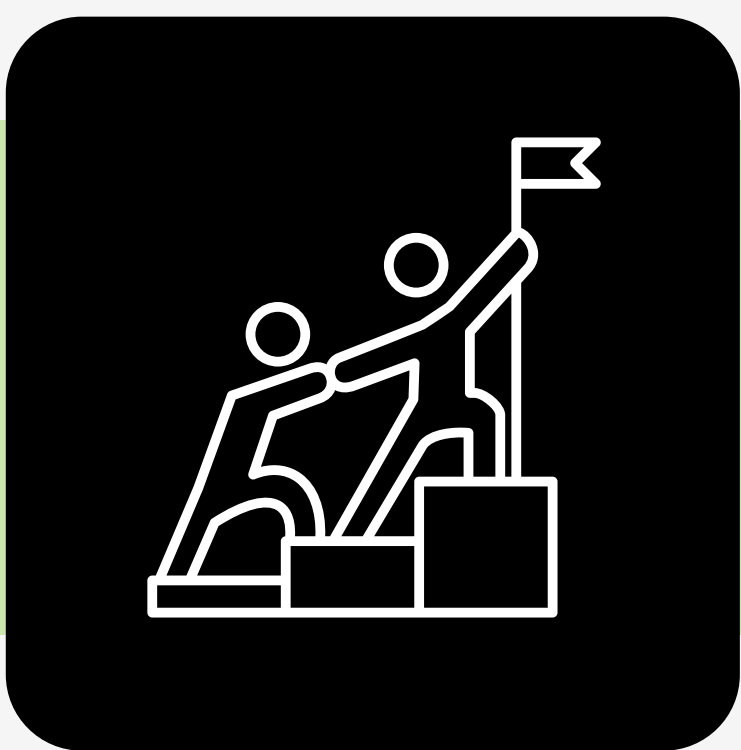
Communication Access

- ☐ Arrange for necessary communication supports, such as sign language interpreters or captioning services, during meetings or training sessions.
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- ☐ Offer employees to learn Auslan with subsidiaries or encourage them to do as part of PD.



Feedback and Adjustment

- ☐ Encourage open communication with the employee about their comfort and any necessary adjustments.



Ongoing Support



Training Opportunities

- ☐ Provide professional development opportunities that align with the employee's career goals and job requirements.
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- ☐ Encourage the employee to consider further training and advancement opportunities that fits with their goals and supply supports as needed.



Feedback Mechanism

- ☐ Establish a channel for employees to provide feedback on their workplace experience and accommodations without discrimination or judgement.