# Inspire, Hire, Train, Retain (IHTR) Sample Next Steps

## Learning Objectives:

* Recognize at least 2 best practices in inspiring, hiring, training, and/or retaining healthcare employees from a disability-inclusive employment lens
* Identify resources that will facilitate your disability-inclusive employment practices
* 1 external resource and 1 organizational resource
* Determine one realistic action (a first step) towards a more disability-inclusive employment practice that you will take as a result of this training. See the suggestions below .

| What is 1 realistic action step you plan to take as a result of this training towards disability-inclusive employment? Examples: | | |
| --- | --- | --- |
|  | **Frontline supervisor/manager** | **Organization level leadership** |
| General | | |
|  | Register to take [disability awareness & confidence training through the Ontario Disability Employment Network (ODEN)](https://learn.odenetwork.com/dact-registration-businesses/). | Investigate options for consultation support to develop your inclusive employment strategy and training needs such as [ODEN](https://www.odenetwork.com/businesses/services-offered/) , [OCTC](http://www.ontariotrainingcentre.com), [CCRW/INNoVa](https://theinnovasolution.ca) or [Ready, Willing, & Able](https://readywillingable.ca/) |
|  | Introduce yourself to some concepts in inclusive employment through [CASE’s manager/team self-assessment](https://www.supportedemployment.ca/resources/employers/self-assessment-tool/). | Complete a simple [organizational self-assessment](https://disabilityinclusion.ca/). |
| Hire | | |
| Marketing and partnering to reach job seekers with disabilities | Ensure enough lead time in recruitment to circulate posting to diverse talent pools. | Meet with local/regional employment support organizations to explore potential services.  Widen your recruitment efforts to candidates with disabilities by connecting with additional community partners, associations, or groups.  Post on disability-specific job boards. |
| Inclusive position descriptions | Don’t reuse old postings - carefully review wording and requirements to focus on essential required skills. Provide specific information. | Consider internal resources for job analysis and external expertise to identify potential systemic barriers in your organization’s position structure.  Use the [JDAPT](https://aced.iwh.on.ca/jdapt/organization-en/job) tool to assess the role and consider potential needs. |
| Selecting candidates to interview | Use a rubric to select candidates.  Consider flagging applicants who have disclosed disability for careful consideration of related experiences. | Implement mandatory unconscious bias training in recruitment and hiring for all people managers. |
| Inclusive interviews | Send candidates a pre-interview email to help them prepare for the interview.  Print (or show on screen) copies of questions for candidate’s reference. | Consider developing a policy for working interviews.  Create a policy for interview panels that are diverse and inclusive. |
| Train | | |
| Onboarding | Ask new employees about preferences for onboarding/ orientation materials. | Create accessible versions of onboarding materials in different formats.  Make materials available for review. |
| Accommodations | Work with candidates to explore their workplace needs and how they can be best accommodated.  Work with HR and Occupational Health departments to consider how accommodations have been facilitated in the past. | Set up a centralized accommodations budget. |
| Retain | | |
| Performance management | Set up a process for regular performance reviews.  Provide feedback and discuss strategies that will enable employees to do their best work. | Train leaders to coach and train employees with a variety of learning styles. |
| Career development / job progression supports and pathways (competency maps) (training, promotion) (equity in access to opportunity) | Review employees interests and support new opportunities related to employee’s interests and strengths.  Talk with employee about strategies that enable them to learn new tasks and do their best work. | Connect with internal and external groups to support ongoing employee growth and development. |
| Disability-inclusive employment strategies |  | Give disability a focus within your organizational DEI strategy.  Consider mechanisms for job-seeker and employee sociodemographic data collection.  Set up supportive structures such as mentorship and ERGs.  Access consulting services such as the [OCTC](https://ontariotrainingcentre.com/). |

## Hyperlinks included above (in order presented):

ODEN Disability Awareness and Confidence Training

<https://learn.odenetwork.com/dact-registration-businesses/>

Ontario Disability Employment Network (ODEN):

<https://www.odenetwork.com/businesses/services-offered/>

Ontario Corporate Training Centre (OCTC):

<http://www.ontariotrainingcentre.com/>

Canadian Council for Rehabilitation and Work (CCRW/INNoVa)

<https://theinnovasolution.ca/>

Ready, Willing and Able

<https://readywillingable.ca/>

CASE’s Manager/Team Self-assessment

<https://www.supportedemployment.ca/resources/employers/self-assessment-tool/>

Organizational Self-assessment

<https://disabilityinclusion.ca/>

JDAPT: Job Demands and Accommodation Planning Tool

<https://aced.iwh.on.ca/jdapt/organization-en/job>

Funding provided by the Government of Ontario & Holland Bloorview Kids Rehabilitation Hospital Foundation

For information and resources, visit: <https://hollandbloorview.ca/IHTR>

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