



**WinVinaya Foundation**

*Enabling an Inclusive Society*

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# **RECOMMENDATIONS FOR HIRING PERSONS WITH DISABILITIES (PWDS)**

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**2021**





# Recommended Approach

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- ❖ **Understand Best Practices for PWD Hiring by Progressive Companies**
- ❖ **Create a Framework for Diversity & Inclusion Hiring specific to You**
- ❖ **Hiring, Retaining and Growing D&I Candidates could sometimes be challenging. Take support from NGO Partners like us to help you succeed.**



# Best Practices by Progressive Companies

**In Hiring PWDs**

# Best practice #1

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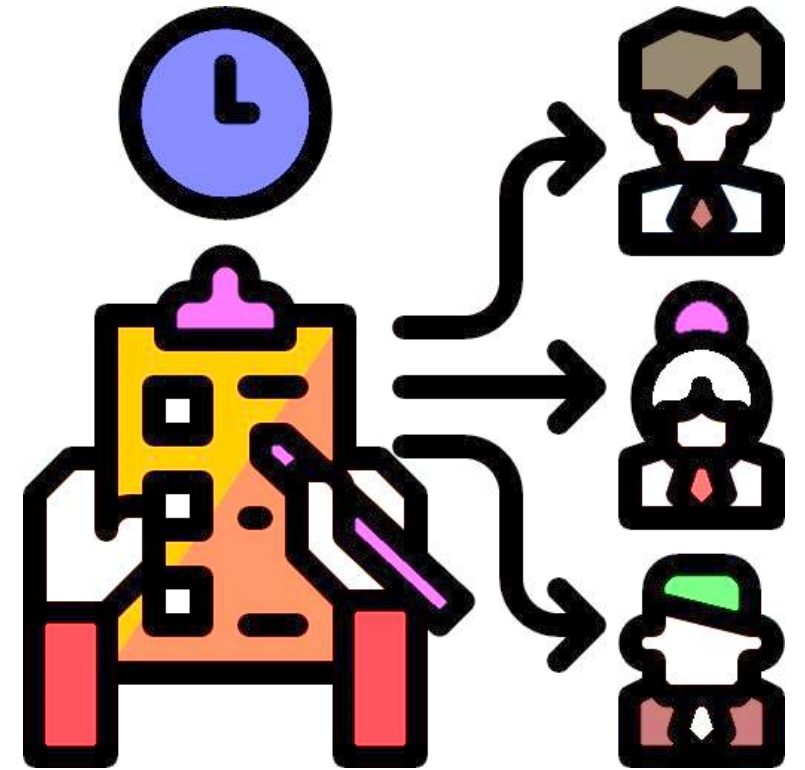
**Get Top Management on-board-** Business Case, Hiring Goal, Sensitization & the Inclusiveness must begin at the Top

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**Goal-Plan-Monitor** – Convert Goals to Actionable Plans with Measurable KRAs for Business, HR and Delivery Teams. Monitor Plans, KRAs with rigour.

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**View PWDs as Potential Customers** – There are 1 Billion People with Disabilities in the world with \$450B disposable income. PWD employees could help you design, develop right products, solutions, support



# Best practice #2

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**Create a Recruitment Plan** – Keep the Recruitment Timeline, Human Resources and Back-end Support team ready at least a week prior to beginning the recruitment process

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Conduct “**Open House**” with all the candidates and explain to them the Recruitment Plan, Eligibility Criteria, Selection Process; This helps to prepare the candidates, ensure a **Better Hit Rate** and creates a great impression about the company

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**Be Agile. On-board Faster** – Industry Leading Companies are completing the entire process from sourcing candidates to completing selection process and releasing the offer letter in 3 to 4 weeks. Candidates tend to choose companies with fast turn around time



# Challenge & Best practice #3

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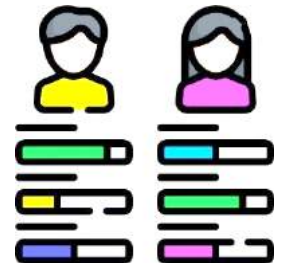


## Recommended Eligibility Criteria

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- Less % of PWDs are Graduates
- As per the 2011 census, less than 10% of PWDs are graduates.
- ***Progressive Companies relax Eligibility Criteria to accommodate PWDs in workforce.***

- ✓ Consider Year of Graduation – 3 to 4 Years prior to current year
- ✓ Some Fortune 100 companies don't look at Minimum marks in School or College for Persons with Disabilities
- ✓ Graduation Levels – Consider spectrum of graduations – Diploma, B.A, B.Com, B.Sc., BCA, MCA, B.E/ B.Tech, M.E/ M.Tech for better candidate pool
- ✓ Cooling Off Period – If PWD candidates don't clear, allow them to prepare and apply again after 3 months



# Best practice #4

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## **Keep Documentation Simple -**

Ask for Disability Certificate/ UDID card &  
Any 1 Govt Id: PAN Card/ Aadhar/ Voter ID...

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## **Increase Recruitment Hit Rate -**

If you want to give Aptitude Test, please give few sample question papers to your NGO Partners  
Make Tests Accessible – for Persons with Visually Impairment, don't ask pictorial questions, but for Hearing and Speech Impaired Candidates, ask pictorial questions

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With **reasonable accommodation**, PWDs can become empowered, gain employment, add value to the company and **Lead a life with Dignity**



# Challenge & Best practice #5

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- Close to 70% of PWDs come from **Small Towns** or **Rural Background**
- *Less skilled in English Communication, Soft Skills.*



## Recommended Probation Period & Training

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- ✓ Consider a longer probation period for PWDs to learn, adapt and then grow
- ✓ Provide Holistic Training to PWDs – Include Learning Professional English, Soft Skills along with Technical/ Domain Skills in Training
- ✓ Do Accessibility Testing of Training, Practice, Assessment Modules to accommodate wide Disability Spectrum
- ✓ Hire Sign Language Interpreters to assist in training deaf candidates



# Challenge & Best practice #6

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Most employees want to be inclusive but may not know **“how”** to be inclusive.

## Recommended Sensitization & Support

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- ✓ Provide Disability Sensitization Training to Leadership Team, HR/ Recruitment Team, Infrastructure Team, Admin Team, Delivery Team
- ✓ Despite your best efforts, some candidates will quit or will NOT be up to the mark. It is a long journey. Work with NGO partners to learn and get better in your D&I journey
- ✓ Post Recruitment Support – Engage NGOs to do Monthly Meetings with PWDs, Delivery Teams to set expectations, monitor progress, resolve issues. Do this for 3 to 6 months from onboarding



# D&I Hiring Framework

## Sample



# Sample Framework to Recruit PWDs

Pre Placement

1

## Sensitization Workshop

Sensitize Leaders / Managers / Teams on integrating PWD's in the workplace

2

**Job Role Mapping** Identify & Map job roles to disability

3

## Accessibility Audit

Ensure readiness of Infrastructure, supporting Tools (like Screen readers), Modify policies and procedures to embrace PWDs

Placement

4

## Enhance HR & Inclusion Process

Customize Eligibility Criteria, Selection Process, Training, Work Place Solutions to accommodate PWDs

5

## Identify Projects to place

Identify projects where PWDs might be placed based on sensitization, accessibility audit

6

## Recruitment Drive

Special Recruitment at your Premises for quality & efficiency

Post Placement

7

## Customize Training

Explore opportunities for customized training based on organization needs and take support from WinVinaya (like Sign Language Interpreters)

8

## Project Specific Orientation

Work with Managers, Leads, Team to integrate PWDs into the projects. Take support of WinVinaya to review workplace solutions specific to the disability

9

## Periodic Reviews

Conduct regular monthly meetings along with WinVinaya for best practices, lessons learnt and fine tune process, training, work place solutions as appropriate

Collaborate with WinVinaya for workshops, training, post recruitment support



If you have best practices to share or have queries -  
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