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1-855-384-2844

### **Maryland Employment Network's Top Hiring Tips**

- Write a detailed job description. Applicants should be able to understand the details and duties of the job they are applying for.
- Be mindful of ADA guidelines when interviewing. Avoid questions or making statements related to perceived or visible disabilities.
- Be consistent when interviewing. Asking all your candidates the same questions will give you the best basis to compare their answers and determine who is the best fit for your company.
- Provide candidates with all pertinent information during the interview. This includes: benefits information, leave policies, dress code, scheduling, salary, and opportunities for growth or advancement. This information matters to candidates when deciding whether to accept a job and providing it at the interview can save you and the candidate time in the long run.
- Be mindful of your team and company culture when making hiring decisions. While it's important to fill positions with candidates who are well-qualified for the job, it's also important to choose someone who will mesh well with your team and within your company.
- Be open-minded to working with job coaches or employment specialists. Job coaches are well versed in disability regulations and accommodations and can be a valuable resource when hiring individuals with disabilities. Job coaches also often work with multiple individuals and can be recruiting resources to fill future positions.
- For additional tips for employers, The Job Accommodation Network is a great resource. The following is the link for employers:

<https://askjan.org/empl/>