

MAINSTREAM EMPLOYER CHECKLIST

Instructions: For each criterion below, select Yes or No. Use this checklist to assess whether a mainstream employer is ready and suitable to employ a person with intellectual or developmental disability. In this document, 'employee' refers to an employee with an intellectual or developmental disability.

Organisation you work for:

1. Structure

| | | |
|--|-----|----|
| a. Employer has an internal HR function and/or manager capacity to supervise employees | Yes | No |
| b. Employer size and staffing levels are sufficient to provide supervision, backup coverage, and task variety | Yes | No |
| c. A dedicated on-site supervisor for each employee is identified | Yes | No |
| d. A workplace buddy can be assigned for day-to-day integration | Yes | No |
| e. Roles are pre-identified and can be tailored to the employee | Yes | No |
| f. Capacity exists to host multiple employees over time | Yes | No |

2. Space and Environment

| | | |
|---|-----|----|
| a. The workplace can support predictable, routine work patterns for employees | Yes | No |
| b. On-the-job integration supports are available during shifts <i>e.g. buddy/mentor present as needed</i> | Yes | No |
| c. Work assigned is meaningful and purposeful (<i>not tokenistic</i>) | Yes | No |

3. Culture

| | | |
|--|-----|----|
| a. Senior leaders explicitly endorse disability inclusion and the program's goals | Yes | No |
| b. Inclusion is championed across levels/teams, not only by one individual | Yes | No |
| c. The organisation commits to a learning-and-growth environment for employees | Yes | No |

4. Relationships

| | | |
|--|-----|----|
| a. The employer will collaborate with the partner organisation/employment mentor to scope roles | Yes | No |
| b. Regular two-way feedback loops are in place with the partner organisation | Yes | No |
| c. The employer agrees to proactive communication to surface and address issues early | Yes | No |
| d. A named workplace buddy is allocated before the employee starts | Yes | No |

5. Industry

| | | |
|---|-----|----|
| a. The employer's industry aligns with the employee's previous supported-employment context | Yes | No |
| b. The employer demonstrates consistent demand for reliable, long-term roles suited to the model | Yes | No |

6. Policy, Procedure and Process

| | | |
|---|-----|----|
| a. Employees are paid at or above the relevant industry award | Yes | No |
| b. Consistent hours of work per week can be scheduled to suit the employees' needs such <i>e.g. between 5 and 15 hours</i> | Yes | No |
| c. Rosters are regular/predictable to support routine | Yes | No |
| d. Minimum commitment of 9 months, with intent for ongoing retention | Yes | No |
| e. Clear onboarding and role-tailoring steps are documented with the partner organisation | Yes | No |
| f. Processes exist for ongoing check-ins and issue-resolution with the partner organisation | Yes | No |