

# FAQ'S: Preventing Unintended Barriers During Recruitment

For employers wanting to be inclusive in their hiring practices, understanding any unintended barriers in the recruitment process can help ensure a more diverse talent pool of candidates.

## 1. Does your job posting include inclusive language ensuring all candidates feel welcome to apply?

Using person-first vocabulary and inclusive language immediately creates a sense of welcoming and an inclusive corporate culture. Let candidates know, in the job posting, that reasonable accommodations will be made for people who have disabilities.

## 2. Does the job *really* require physical tasks such as heavy lifting?

Many job descriptions have requirements (e.g. being able to lift 50 pounds), even though the job may only require this ability periodically. Consider whether or not duties could be managed with support from team members. Highlighting the critical and non-critical tasks on will help applicants determine if their abilities suit the role – [example](#) <sup>1</sup>.

## 3. Is there a way for a candidate to inquire about workplace accommodations?

Having a phone number or email address on your job posting allows individuals with disabilities to discuss accommodation needs during the application process. Companies can actively encourage candidates to discuss accommodations with the hiring manager. (e.g. If you require support with your application because you are a person with a disability, please contact us at 604-555-1234 or [access@mycompany.ca](mailto:access@mycompany.ca)).

## 4. Are there alternative ways to conduct interviews for the role?

Many individuals with disabilities have skills and talents that shine during working interviews but may not present during standard behavioural-based question and answer interactions. [Vancity's Workplace Inclusion pilot](#) <sup>2</sup> showcases how this can lead to success.

## 5. Is there an alternative way for people to submit their resume or apply for the job?

If using an online application system, consider offering an alternative way of submitting a resume such as uploading a pdf. Screen-reading software can often be challenged by fillable forms.

## 6. Did you ask?

When booking an interview, ask candidates if they need any accommodations.

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### Link References:

<sup>1</sup> Hire for Talent. (2017) *Example of an Inclusive Job Description*. Retrieved From <https://www.hirefortalent.ca/images/pdf/exemple-job-description-tool4.2.pdf>

<sup>2</sup> Vancity's Workplace Inclusion Pilot: <http://www.accessibleemployers.ca/wp-content/uploads/2017/07/Vancity-Case-Study-3-FINAL.pdf>