

# Accessible Recruitment Checklist

When the recruitment process is fully accessible, it enables employers to diversify the workforce, to reach highly qualified applicants, and to reduce the likelihood of disability discrimination in hiring. Employers can use the checklist below to plan effective recruitment and hiring practices.

## Job Postings:

- ❑ Offer any recruitment materials (handouts, application forms) in alternative format (e.g. large print, accessible PDF, electronic text)
- ❑ Seek accommodation requests by inviting them through the job posting (e.g. *We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.*)
- ❑ Consider adding a phone number and email address to the posting – so that individuals with disabilities can contact someone directly (e.g. *If you require support applying online because you are a person with a disability, please contact us at 604-555-1234 or access@mycompany.ca*).
- ❑ Send your posting to the Disability Service Organization(s) you are partnering with – so they can send it to their networks. If you're not partnering with an organization currently, see the following resource to help you find a match for you:
  - [Selecting the Right Disability Employment Service Organization for your Business](#) <sup>2</sup>

## Applications:

- ❑ Prepare a written job description that accurately identifies essential job functions.
  - What constitutes “essential” job functions? See our [Workplace Accommodation Guide](#). <sup>3</sup>
- ❑ Make on-line application processes fully accessible to individuals who use screen readers or other adaptive technology, or provide a clearly indicated text only version
  - [Tips on how to make your online job posting accessible](#). <sup>4</sup>

## Physical Location:

- ❑ Highlight the accessible features of the site in advertisements and when scheduling an interview. Include how to get to the interview location (within the building), where to park, and receptivity to service animals.

## Pre-Employment Tests:

- ❑ Inform applicants ahead of time if they will be required to take a test to demonstrate their ability to perform actual or simulated tasks. Describe the test format so that they can request a reasonable accommodation if necessary. This may include providing more time to complete a test.

**Interview:**

- Provide the applicant with an estimate of interview duration and expected end time to facilitate transportation arrangements.
- Speak directly to the interviewee instead of to an interpreter, personal assistant, or other companion. Use a normal tone of voice unless requested to alter the volume or speed. If conversing with a person who uses a wheelchair, when possible, sit down to have the discussion at the person's eye level.
- Focus on the essential job functions the candidate can perform, as well as the other skills and assets they bring to the position, when accommodations are requested. Avoid judging the applicant's capabilities or speculating how you would perform a specific job if you had the applicant's disability. Indicate the availability of flexible working conditions, including telecommuting or flexible scheduling.

**Post Placement:**

- See our [Employee Orientation & Onboarding Checklist](#)<sup>5</sup> for specific steps to be completed once the hire is made.

---

Adapted from the Burton Blatt Institute – Syracuse University.

<sup>1</sup> bbi.syr.edu. (2012). Demand-Side Employment Placement Models Employer Toolkit Accessible Recruitment Checklist. Retrieved from [http://bbi.syr.edu/projects/Demand\\_Side\\_Models/docs/accessible\\_recruitment\\_checklist.pdf](http://bbi.syr.edu/projects/Demand_Side_Models/docs/accessible_recruitment_checklist.pdf)

**Link References:**

<sup>2</sup> Selecting the Right Disability Employment Service Organization for your Business:

<http://www.accessibleemployers.ca/wp-content/uploads/2017/12/Selecting-the-Right-DESO-Final.pdf>

<sup>3</sup> Workplace Accommodation Guide: <http://www.accessibleemployers.ca/wp-content/uploads/2017/12/Workplace-Accommodation-Guide-Final.pdf>

<sup>4</sup> Monster.com (2017) *Make Your Job Posting Accessible to Screen Reader Software*. Retrieved from <https://hiring.monster.com/hr/hr-best-practices/workforce-management/employee-retention-strategies/online-accessibility.aspx>

<sup>5</sup> Employee Orientation & Onboarding Checklist: <http://www.accessibleemployers.ca/wp-content/uploads/2017/12/Employee-Orientation-and-Onboarding-Checklist-Final.pdf>