# **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.

Employers can use the checklist below to plan effective recruitment and hiring practices.

**Advertising**

* Offer recruitment materials such as business information booklets, handouts, and applications, in alternative formats (e.g. electronic text and large print copies.)
* Provide online access to the businesses’ reasonable accommodations policy including a plain text version.
* Designate one or more staff member to receive accommodation requests, and provide their contact information to all applicants.
* Perform an inventory of external, internal, and social media platforms used for recruiting purposes with your technology staff to ensure that all sites are accessible.

**Application**

* Prepare a written job description to accurately identify the essential job functions before advertising a position or interviewing applicants.
* Inform applicants in all recruitment materials that reasonable adjustments can be provided upon request.
* 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. (You can do this by testing the accessibility with disability groups or other employees)

**Physical Location of Recruitment and Interview**

* Highlight the accessible features of the site in advertisements and when scheduling an interview. Include path of travel into and within building, restrooms, doorways, level surfaces, parking spaces, clear directional signage, and receptivity to guide dogs.
* If the site is not fully accessible, be prepared to offer an alternate accessible location, and notify potential applicants in advance.

**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 adjustments, if necessary.

**Interview**

* Provide the applicant with an estimate of interview duration and expected end time to facilitate transportation arrangements.
* Ask the same set of questions of all interviewees, regardless of ability.

Speak directly to the interviewee instead of to an interpreter or support worker.

Use a normal tone of voice. If conversing with a person who uses a wheelchair, when possible, sit down to have the discussion at the person’s eye level.

* If you are interviewing a job candidate with a disability, listen to what the individual has to offer. Do not make assumptions about what that person can or cannot do. 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. Be careful not to lean on or touch a person’s wheelchair or any other assistive device. A person’s assistive device is part of the person’s personal space, and it may be jarring or disturbing, or physically unsafe.

**Confidentiality and** **Privacy**

* Be aware that applicants are not required to disclose that they have a disability during the application process; employers are not permitted to ask if candidates have a disability or its nature and extent.

Applicants do not need to indicate that they may need adjustments in order to do the job, but employers are free to ask candidates to advise them about adjustments to the recruitment process.

* Requesting medical documentation is allowed only after a candidate has disclosed, a conditional offer has been made and when the nature of the functional limitation for the accommodation is not obvious.

Limit the nature of the medical information collected to specific information about functional limitation, how it impacts the ability to perform essential job functions, and what can be done to accommodate the limitation. Keep the collected information confidential and separate from the applicant/employee’s personnel file.

BCA acknowledges the use of these materials adapted from Burton Blatt Institute (BBI) at Syracuse University