BBI RESOURCES

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Demand-Side Employment Placement Models Employer Toolkit
Accessible Recruitment Checklist

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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.

Publicity/Outreach

☐ Offer recruitment materials such as company information booklets, handouts, and applications, in alternative formats (e.g. electronic text and large print copies.)

☐ Provide online access to the company reasonable accommodations policy including a plain text version. Designate one or more staff members to receive accommodation requests, and provide their contact information to all applicants.

☐ Provide alternative contact information for job advertisements. If a telephone number is provided, include a TDD (telecommunication device for the deaf) number, email address, and /or other means of contact (e.g. Skype address).

☐ 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. For more information on accessibility in media platforms, see: Sociability: Social Media for People with a Disability.

☐ Provide training to all staff members involved in the recruitment process regarding ADA implementation. For resources, see: The Americans with Disabilities Act: A Primer for Small Business and The ADA: Myths and Facts.

Application

☐ Prepare a written job description to accurately identify the essential job functions before advertising a position or interviewing applicants. For guidance, see: The Job Description Writer and Accommodations and Compliance Series: Job Descriptions.

☐ Inform applicants in all recruitment materials that accommodations can be provided upon request, and clearly display notice of how to obtain reasonable accommodations.

☐ 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. For more information on "interoperability" (i.e. computer systems that effectively interact and communicate with various assistive technology/adaptive software) see: Making the Online Application Process Accessible and Tips for Designing Accessible Websites.

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, drinking fountains, doorways, level surfaces, parking spaces, clear directional signage, and receptivity to service animals.

☐ For instance, doors are be at least 36 inches wide, and disability parking spaces are to provide access space for vans with lifts that open on the side.

☐ Inquire with career fair organizers regarding site accessibility (as above). Specifically, ensure adequate room between tables or stalls for alternative modes of transportation.

☐ If the site is not fully accessible, be prepared to offer an alternate accessible location, and notify potential applicants in advance.

☐ For more information on physical accessibility requirements, see: Physical Accessibility Checklist for Existing Facilities

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.

☐ Ask the same set of questions of all interviewees, regardless of disability. 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.

☐ 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.

☐ Indicate the availability of flexible working conditions, including telecommuting or flexible scheduling.

☐ Be careful not 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.

☐ For more information see: Reasonable Accommodations for Applications and Interviews

Confidentiality and Privacy Rights

☐ 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 an accommodation in order to do the job, but employers are free to ask candidates to advise them about accommodations to the recruitment process.

☐ If the employer is undertaking affirmative action because of a federal, state, or local law, applicants can be invited to voluntarily self-identify for purposes of the employer's affirmative action program.

☐ 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 or need

for the accommodation is not obvious. Limit the nature of the medical information collected to specific information about the 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.

Additional Links and Resources

- ☐ For an in depth guide to accessible recruiting, see: "Diversifying your workforce: A four step reference guide to recruiting, hiring and retaining employees with disabilities."

- ☐ Information Guidance and Training on the American with Disabilities ACT by the ADA National Network.

- ☐ Employer Assistance and Resource Network (EARN) provides federal and private employers with free consulting services and resources to support the recruitment, hiring, and retention of people with disabilities. EARN, a service of the USDOL Office of Disability Employment Policy, can also provide technical assistance on general disability employment-related issues, such as the business case for hiring people with disabilities. Phone: 1-866-EARN NOW (327-6669) (voice/TTY).

- ☐ Job Accommodation Network (JAN) 1-800-ADA-WORK (1-800-232-9675) (V/TTY) Free, confidential service from ODEP that provides information on accommodations for people with disabilities and related topics.

For more information see ***What is an Inclusive Culture?*** and the ***Demand-Side Employment Placement Models project website.***

YOUR FEEDBACK IS IMPORTANT TO US!

You are invited to participate in a research study examining the benefits and impact for employers of the Employer Demand briefs and toolkit resources. Learn more about the survey.

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To learn more go to *bbi.syr.edu*

'We can change the world.
The first step is to change ourselves.'

- BURTON BLATT