

# Helpful Tips for Attracting Candidates with Disabilities

## Application Process

- Be careful when screening resumes based on job gaps or short term job positions
- Ensure that online application is accessible
  - Avoid drop down menus and tabs—lists are better
  - Use plain text for the actual job posting
  - Strong contrast in colors-avoid using colored backgrounds
- Remove “Time Outs” from application process
- Avoid prolonged application process that require large amounts of data entry
- Ensure that the ads are highly visible and easy to read, physically accessible and available in alternative formats
- Be careful that your use of language in job advertisements does not exclude people with disabilities (i.e. ‘mobile and high-energy’)
- A statement such as “we are an accessible employer” or “an equal opportunity employer” will signal to people with disabilities that their applications are welcome
- Offer an alternate method of submitting resume and cover letter (i.e. dedicated email address)

## Phone Screen

- Call to schedule a phone screen-avoid cold calls
- When calling to arrange a screen ask what method of communication candidate would prefer
- Offer alternative to phone screen
- Face to face interviews where appropriate
- Instant messaging via social media
- Forward written material via email before hand
- Explain the interview process ( i.e. panel, group interview)
- Consider working interview or short job trial

## Interview

- Provide sufficient notice for accessible transportation scheduling
- Ensure that space is accessible and appropriate for both candidate and interviewers

- Provide for extra time for interview
- Ask if there is a need for attendant or escort to the interview room
- If unsure: ask “how can we help?”

### Testing

- Advise interviewee of any testing requirements at the time of scheduling, be prepared to ask for and provide accommodations
- Method of accommodation will depend on the individual and the type of testing involved
- Hardcopy testing
  - Provide test in large font
  - Alternate formats
- Softcopy
  - Provide accessible material
  - Allow candidate to bring own laptop computer for testing
- Allow for extra time
- Allow for scribes or note takers to assist

### Background Check

- Inform candidates in advance of background checks and ask if there are any issues that they would like to clarify
- Reference Checks:
  - Some Candidates with disabilities may have stale references
  - Allow for non-professional references
- Credit Checks:
  - Due to health care costs, some candidates may have issues with credit checks
- If there are concerns or issues with reference or background checks, it is always best practice to ask for clarification and allow for flexibility

**For further information please contact the Employment Services team  
at Spinal Cord Injury Ontario:**

**Richard McCallum – Lead Employment Specialist 416-422-5644, ext. 238**

**Errol Cyrus – Employment Specialist 416-422-5644, ext. 226**