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:

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