



Attracting Diverse Job Candidates

Best Practices

- **Job Postings:** Include a statement that accommodations are available for applicants with a disability, if needed.
- **Applications:** Accept applications in multiple formats, including online, email, and mail.
- **Communications:** Ensure that your job posting and other related documents meet accessibility standards.
- **Website:** Consider a web accessibility audit to help you to identify and remove barriers on your website, especially if you have an online application form or process.
- **Accommodations:** Applicants selected for an interview or further assessment are informed how they can request an accommodation.
- **Consultation:** Candidates are informed that they will be consulted prior to the interview to determine a suitable accommodation.

Sample Job Posting Wording

[Name of Organization] welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Inviting a Candidate for an Interview

1. Thank the candidates for their application, let them know who is calling and which position you are calling about. Ask them if they are still interested in participating in an interview.
2. Let the candidates know what they can expect from the interview, including duration, number of interviewers, format. Let applicants know that they will have an opportunity to ask questions.

3. Ask all candidates if they require any accommodations for the interview, such as an accessible meeting location, large print documents, interview questions ahead of time, sign language interpreter, etc. If an interviewee says yes, then determine what is required.
4. Arrange the meeting time and location. If you need to do further research or preparations in order to proceed, commit to getting back to the candidate to confirm the specifics of the interview time, location, and accommodation.
5. Ensure that candidates know how to get to the interview room and offer to meet them at a specified location, such as the front lobby.
6. Provide contact information to all applicants in case they have any questions before the interview. Direct the candidates to your website for information about your organization and information about the accessibility of your building, including entrances, parking, washrooms, and meeting rooms.