

Accessible Hiring for Small Businesses

Checklist



As an employer, it's your responsibility to create inclusive and accessible policies, procedures, and hiring practices.

This checklist is a great place to get started. It will help you make accessibility a built-in consideration as you recruit, interview, hire, and continue to support employees.

Not every accessibility consideration is listed here. However, if you go through the list, you'll start your accessibility journey on the right track.

Job Descriptions

- Clearly state a role's job functions and qualifications.
- Emphasize skills and knowledge over work experience.
- Remove non-essential job requirements.
- Outline the physical and environmental requirements of the job.
- Offer alternative formats for applications.
- Show how applicants can request accommodations.
- Include information about flexible work hours and/or environments.

Tip



Include a statement in job descriptions that your organization welcomes and encourages applications from people with disabilities and that accommodations are available.

Interview Process

- Conduct in-person interviews in an accessible location and provide information about the accessibility of the venue and meeting beforehand.
- Provide advance notice and clear instructions for interviews.
- Offer flexible interview formats, such as in-person, phone, and video options.
- Use standardized interview questions for all candidates.
- Avoid assumptions based on the first few minutes of the interview and allow disabled people more time to shine.
- Provide unconscious bias training to interview panellists.

Tip



Make the interview panel as diverse as possible, ideally including people with disabilities.

Selection Process

- Consider relevant transferable skills, rather than focusing on differences such as mannerisms or speech variations.
- Focus on qualifications, experiences, and potential contributions.
- Customize duties or job specifications to maximize their skills.
- Avoid making assumptions about candidates. Don't assume that a disabled person will not be able to do the job duties.
- Document the rationale behind hiring decisions.
- Provide feedback to candidates with constructive insights.

Tip



Learn more about web accessibility best practices and ensure that your website and all application and communication portals and platforms you use are accessible.

Providing Accommodations

- Invite candidates to request accommodations.
- Inform all employees of your job accommodation policies.
- Create individual accommodation plans as needed and include the disabled employee in the development of these plans.
- Ensure that all onboarding information is accessible and provided in alternate formats.

Tip



Candidates with disabilities will know which accommodations are ideal for them, so follow their lead.



Becoming an Accessible Employer

- Use feedback to address barriers and challenges.
- Regularly review and update accessibility initiatives.
- Review documentation and policies for inclusivity.
- Educate staff with disability awareness, disability safety, and disability anti-bias training.
- Encourage continuous learning and dialogue about accessibility.
- Always presume competence and give employees with disabilities a chance to show what they can do.

Tip



Ask your employees for feedback on your accessibility policies.

Continue your Accessibility Journey with SBBC

Small Business BC is a non-profit resource centre for BC-based small businesses. sbbc.co/accessibility is full of tips, tools, and more to support your next stage.



This program is funded by the Government of Canada and the Province of British Columbia.

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