

eRecruiting Tip Sheet

The tips in this checklist will benefit any candidate and will make the hiring process easier and more accessible for your Human Resource staff or hiring managers.

Writing and advertising job postings

- Ensure your job descriptions and postings are written in plain language and formatted accessibly in Microsoft Word or as an accessible PDF document
- Determine and clarify which job skills are essential
- When listing qualifications, be sure to list essential requirements separately from non-essential requirements
- Ensure that your business's website complies with WCAG 2.0 web accessibility standards for layout and content
- If using online talent management systems or a job board where users upload their resumes, be sure to consider the accessibility implications
- Try not to have requirements such as reformatting resumes - let candidates upload directly
 - If you do prompt candidates to reformat their resumes, make sure there is time
 - Add the ability to save progress and come back to the application process
 - Enable spell check if you are asking for reformatted resumes

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Accessible Interviews

Before the interview:

- Ask the candidate if there are any accommodations that they require
- Know how to book services, such as an American Sign Language (ASL) interpreter if needed
- Book space for in-person meetings in a quiet location
- Online or in-person, set the interview during a time of day when the candidate is most focused or best able to communicate – offer several time slots throughout the day
- Ensure the location for an in-person interview is accessible
- Use online platforms for teleconference that have accessible technology built in
- Provide advance copies of interview questions and all other materials in an accessible format
- Online or in-person, make sure there is good lighting

During the interview:

- Ensure that you have provided the accessibility required – ask the person (ATP)
- Have your web camera on so a candidate who lip reads can see you when interviewing online
- Ensure there is adequate lighting on the interviewer(s)
- If you are using virtual backgrounds make sure you are visible – sometimes pictures as a virtual background can wash away the face or body of the person on camera
- Speak in a normal tone/volume and confirm that everyone can hear you and/or see you
 - Speak to the candidate, not to a support person or ASL translator
 - Ensure your accessibility technology, such as captioning, is turned on
 - Allow time for the candidate to process each question and respond



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