Hiring Diverse Candidates

Hiring Managers and Recruiters, want to make your job posting more accessible and welcoming for disabled applicants but don't know where to start? As a disabled job seeker who has requested accommodations both for the interview process as well as for in the workplace here are a couple pointers that will bring you well on your way to making your job positing more accessible and welcoming to a more diverse applicant pool.

1. It shouldn't have to be said, but please use a *straight forward job application form*. Tasks such as filling in my entire job history after you've uploaded my resume into the system is frustrating for everyone. Especially for job seekers that use accessibility tools or may have a lower capacity to tolerate an error prone and buggy job application. An application process that is convoluted and confusing is the fastest way to lose some of your most qualified applicants.

2. Again, very much the bare minimum but please check to ensure your various federally/ locally required diversity forms such as the Voluntary Self-Identification of Disability (Form CC-305) are up to date. I can't tell you how many times I've come across a form that is expired. Check those expiration dates!

3. Finally, of the companies that I have requested interview and job accommodations, please disclose the process in which to request accommodations! Not only does this signal to your candidates that you actually care about including people like them in your companies workforce, it streamlines the process of requesting accommodations if an applicant knows what to expect.

4. Last but not least: this list is just a few examples of challenges I've faced when applying for jobs. And many others with different accessibility needs may need different or additional support with different modalities when applying for jobs. So listen to your applicants and empower everyone to speak up!