

## 5 Steps to More

# Accessible & Inclusive Hiring

Hiring the best and brightest team members is top priority for any employer. But, recruiting diverse applicant pools requires inclusive hiring practices from the start. Follow these 5 steps to recruit competitive applicants with disabilities.



Image credit: Ying Wu, Isabel Tuason



1

### Make job ads accessible

- craft a detailed job description
- avoid exclusionary requirements
- ensure accessibility of materials
- indicate how to request accommodations
- affirm your company's commitment to inclusion



2

### Target your recruitment

- conduct targeted outreach to veterans, rehabilitation facilities, American Job Centers, and CILs
- advertise on job boards like WRC or TAP
- partner with AccessComputing, Disability:IN, and others



3

### Coordinate accommodations

- indicate how to request accommodations in interview invites
- understand accommodation as an interactive process
- be prepared to support a range of disabilities
- provide timely responses



4

### Send materials in advance

- describe the entire hiring process
- share a list of attendees and sample questions
- send interview materials in an accessible format
- give clear directions to the location that are wheelchair accessible



5

### Host inclusive interviews

- select an accessible meeting space
- use a protocol to ensure consistency across interviews
- do not make comments or ask questions about a person's disability
- follow basic disability etiquette



For detailed guidance about each step, please visit our [AccessComputing Knowledge Base article](#)