



Manager's Checklist for Supporting Job Applicants

The Employment Standard of the Accessibility of Ontarians with Disability Act (AODA) requires employers to make their workplace practices accessible to potential or current workers with disabilities. Not all job applicants will disclose that they have a disability. Being prepared and utilizing this guide will demonstrate your commitment to inclusivity and will help to remove and avoid barriers for all and regardless of their abilities.



Consider the following when planning and executing the hiring process:

Communication	<input type="checkbox"/>	Does communication sent to selected applicants include language such as “If you should require an accommodation to participate in the recruitment process, please advise the hiring manager or contact Julie Day , Health and Disability Management Specialist”?
	<input type="checkbox"/>	Have you checked to see what campus service disruptions might impact the interview process?
	<input type="checkbox"/>	Has the job applicant been provided with a link to the Campus Map or information about GoodMaps Explore app ?
	<input type="checkbox"/>	Is the room location clearly marked and visible?
Interview Space	<input type="checkbox"/>	Is floor surface area free from trip, slip and fall hazards?
	<input type="checkbox"/>	Is the doorway into the space free from obstructions?
	<input type="checkbox"/>	Are handicap push-buttons in good working order and free from obstructions?
	<input type="checkbox"/>	Is the path to the interview table and job applicant chair free from obstructions?
	<input type="checkbox"/>	Is there at least 36 inches/915 mm distance between table and wall to allow a wheelchair to be easily able to maneuver?
	<input type="checkbox"/>	Is there clear floor space of at least 766mm/30 inches by 1220 mm/48 inches for the wheelchair while positioned at the table?
	<input type="checkbox"/>	Is there at least 711mm/28 inches between surface of table and no more than 863 mm/34 inches?
Logistics	<input type="checkbox"/>	Is interview space free of scented products/plants?
	<input type="checkbox"/>	Based on room location, would it make sense to have a member of the interview panel meet the job candidate at a main entrance and escort them to the interview space?
Furniture/Lighting	<input type="checkbox"/>	Are accessible washrooms within close proximity to the interview space?
	<input type="checkbox"/>	Does the room have adequate lighting?

	<input type="checkbox"/>	Is the equipment including chairs and tables in good working condition?
	<input type="checkbox"/>	Is there an extra chair available for the job applicant's support person if/when applicable?

Need further support? Contact [Julie Day](#), Health and Disability Management Specialist, Human Resources

Looking for more resources?

- [AODA Accessible Public Spaces](#)
- [Ontario Tech University Accessibility Policy](#)
- [Ontario Tech University Accommodation Policy](#)