Quick Tips:

Following these guidelines will not only ensure that your application and recruiting process is in compliance with the ADA, it will also improve your ability to identify candidates who are the best fit for the position, in general.

Avoid a "one size fits all" generic description of job duties and qualification requirements. Provide applicants with a good description of primary job functions and qualifications specific to the position listed in your job postings.

Always provide more than one type of contact information. Candidates can't let you know what they need or if there is an accessibility problem if they can't reach you!

Make attendance and performance expectations very clear to the candidate instead of inquiring about past sick leave or medical history.

Focus on the abilities needed for the specific job.

Be clear on what you really want in an employee. Often employers are looking for personal characteristics and commitment to the job rather than experience or other qualifications.

Keep application questions uniform for all candidates for a specific position.

If an applicant needs a reasonable accommodation during the application process, don't assume the applicant will need the same reasonable accommodation to perform the position. For instance, a job candidate who is blind may use assistive software to complete an online application. However, the position may require little, if any, computer use.

Columbia Employment Consortium
Ability · Diversity · Excellence

Columbia Employment Consortium is comprised of Boone County organizations that support the employment and independence of people with disabilities. Learn more about the Columbia Employment Consortium and find user-friendly ADA resources at **www.cec-como.org.**

Job Descriptions

Written specifically for the job opening.	
Describes tasks and expected outcomes.	
Avoids describing how a job should be done.	
Physical requirements are only listed if necessary for job.	
Qualifications and experience are necessary for job and related to job duties.	

Announcements/Recruiting

Contains a statement showing nondiscrimination on the basis of disability.	
Contains contact information in different forms (telephone, email, address) so people can get information or request accommodations.	
Company information is available in alternate formats, if needed.	
Website announcements/information is accessible to screenreaders.	
Staff are comfortable with assisting applicants with disabilities (Example: taking relay calls from deaf applicants.)	
Recruiting fair sites, HR office, etc. are accessible.	

Applications

Contains a statement showing nondiscrimination on the basis of disability.	
Provides contact information for requesting a reasonable accommodation for the application process.	
Contains no questions regarding disability or medical information.	
Includes "with or without reasonable accommodations" when inquiring if job tasks can be performed.	
Is available in alternate formats, if needed.	
Online applications are accessible and there is contact information if there are accessibility problems or difficulties.	
Does not ask questions that may inadvertently disqualify people with disabilities. Example: "Do you have a driver's license?" (unless needed for job).	
Information requested and questions asked are related to the specific position.	