

# Employers' Responsibilities

## Basic Rule!

Employers should make all reasonable efforts to provide access to all applicants. For example:

- ✓ Choose interview locations that are accessible to candidates with disabilities.
- ✓ Identify accessible parking options.
- ✓ Provide clear directions about where to meet.
- ✓ When arranging for interviews, inform all applicants that accommodations are available upon request for applicants with disabilities.
- ✓ Help your front office staff to learn how to interact appropriately with people with disabilities.
- ✓ Give all applicants clear information about the selection process.

## Tips for Successful Interviews:

- An interview team will reduce individual bias.
- The interview team should include staff members who understand disability and diversity issues.
- A diverse interview team will provide insight into responses that other team members may not fully grasp.

For more details on employer's legal responsibilities, consult tool #3 "Legal Issues."

**Do not assume.**  
Appearance does not define ability.

**Do not stereotype.**  
Avoid generalizations based on your understanding of disabilities.

**Be open minded.**  
Some disabilities may be invisible.



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Canadian Council on Rehabilitation and Work (CCRW).

Community Foundations of Canada. Retrieved from the HR Council of Canada website.



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