

# Encouraging Applicants with Disabilities: Job Descriptions and Announcements

## Checklist for Employers

### Information to Improve Job/Candidate Fit

- Identify the specific activities of the open position
- Describe work environment
- Include corporate values statement
- Describe flexible workplace options, if available
- Identify physical requirements of the position (based on task analysis)

### Word Use

Job description describes task and not the method to perform the task (e.g., travel versus drive, oral communication versus ability to communicate with others).

Position announcement includes availability of, and contact information for, reasonable accommodations during the application and interview process.

### Identification of Essential and Marginal Job Functions

The purpose of the position is clear (i.e., the reason the job exists).

Essential functions have been identified and justified to create a set of objective standards for determining who is qualified for the position.

Marginal tasks have been identified and justified, and are understood by hiring manager/HR as those that may be reasonably negotiated.

### Minimum Qualification Standards

Alternative minimum requirements for the position (e.g., previous experience, educational requirements, certifications) have been considered and identified if applicable.

Other desirable “skills for employability” have been identified (e.g., interpersonal skills, problem-solving skills, etc.).

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