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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