

The Accessible Employment Standard

Applying for a job should be simple, and folks should be given the resources they need to succeed at work. It's up to employers to make sure their application process is clear and accessible and that their workplaces are barrier-free.

The Accessible Employment Standard of the Accessibility for Manitobans Act gives information on how employers can help people with disabilities during the application process and after they're hired.

WHAT CAN YOU DO?

You'd be surprised how easy it can be to design a barrier-free hiring process and workplace. There are a few things you can do right now to accommodate folks with disabilities:

Keep the Application Form Short and Sweet

We all know how overwhelming it is to fill out pages and pages of forms. Only ask applicants for information you absolutely need, and remember to use accessible colours, fonts, text sizes and functions.

Be Flexible About the Format

Do you need to have your interviews in-person? Would a Zoom or phone call work? Can you share your questions ahead of time? Maybe you don't need to have an interview at all and you can see someone's skills through test projects.

Be Transparent

When hiring someone with a disability, make sure you share all your accessibility resources with them upfront. That way, they can make an informed decision about whether the job is right for them.

Work Together to Make a Plan

Accommodations look different for every employee. Some folks might need reserved, accessible parking. Others may need a flexible work schedule, assistive software, or an in-office support worker to help them out. Remember, one size does not fit all, and accessibility plans must be personalized.



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TEACH YOUR EMPLOYEES ABOUT ACCESSIBLE RECRUITING, HIRING AND EMPLOYMENT

Give your employees training on how to offer inclusive hiring practices and make sure they're aware of all the laws surrounding this.

Teach staff about hiring methods other than traditional job interviews.

Offer ongoing, up-to-date information on the kinds of tools and assistive devices that are out there.

Train managers on how to give performance reviews while recognizing any barriers their employees may face.

EXAMPLES OF ACCESSIBLE EMPLOYMENT STANDARDS:

Make your job applications simple.

For example, instead of requesting tons of personal info and a full resume, let people choose options from a dropdown menu. Consider allowing people to hand in a hard copy of their resume, because online applications aren't the best option for everyone.

Let applicants request alternatives to job interviews.

For example, allowing applicants to provide video resumes, or even video footage of themselves doing jobs similar to the one they're applying for, can be a great alternative for folks to communicate their skills.

Use language that welcomes applicants of all abilities.

For example, you could add a statement to the application form that clearly states your organization's support of equitable employment practices and inclusive workforce representation.

Tell all new employees about your accessibility resources outright before they ask.

Make it mandatory for every employee to be trained on accessible employment standards.

