

# Recruitment

## WORKPLACE STRATEGIES

### RECRUITING DIVERSITY:

If your recruitment process is not inclusive towards individuals with disabilities, qualified applicants may be prevented from seeking employment with your company.

There are a number of steps that you can take throughout your recruitment process to expand your pool of applicants to include individuals with disabilities.

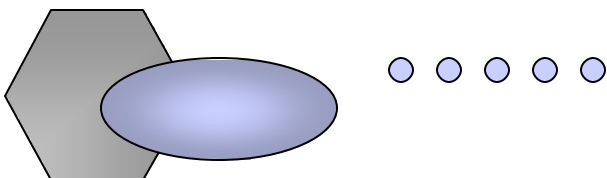
Taking the steps to reach a diverse pool of applicants may sometimes require an investment of time and/or money. Is it worth it?

Yes! Staff diversity will bring a greater range of skills and perspectives to your organization. Expanding your staff to include people from many different backgrounds can stimulate innovation, increase productivity, and allow you to reach previously untapped markets.

### STEPS:

#### *Targeting Applicants with Disabilities*

- Consider partnering with agencies and community organizations to help identify appropriate candidates, such as local agencies and government services that help persons with disabilities find employment.
- Foster employee referrals by making it known throughout your company that you are seeking job candidates with disabilities.
- Participate in job fairs.



#### *Advertising:*

- Diversify your advertising mechanisms. Postings featuring large print, audio recordings (on telephone hotlines), etc., to reach a more diverse group of potential applicants.
- Use inclusive language in your advertisement. Promote your company as an “equal opportunities employer.” It is appropriate to directly state that you “encourage individuals with disabilities to apply.”
- Advertise in publications and websites dedicated to individuals with disabilities such as:

Abilities Magazine ([www.abilities.ca](http://www.abilities.ca)),

WORKink ([www.workink.com](http://www.workink.com)) and

Diversity World ([www.diversityworld.com](http://www.diversityworld.com)).

### Taking Stock

Evaluate your current recruitment practices – you may unintentionally have barriers to employment for individuals with disabilities.

#### *Ask yourself:*

- *Is your workplace physically accessible?*
- *Is your workplace a supportive and inclusive environment?*
- *Is your Human Resources person aware of disability issues and barriers?*

### Application Forms:

- Human Rights protections across Canada prohibit inquiries about age, gender, marital status, and disability status.
- Instead of asking an applicant about their disability, have them identify which tasks they are able to complete, and what (if any) accommodations they would require to enable them to do so.
- Be ready to provide the form in a variety of formats (on disk, Braille etc.) and if possible, offer this in your advertisement.

### Tests:

- Offer a form of the test that is inclusive to a variety of applicants. An oral version will be most accessible to individuals with visual impairments and some learning disabilities, while written instructions would allow a person with a hearing disability to participate.
- Allow applicants using assistive devices extra time if warranted, or consider replacing the test with another form of assessment.

If you look at recruiting people just like you, you're going to get more of what you've got. Make a point of creating diversity by tapping into a variety of cultures, heritage, educational backgrounds including individuals with disabilities.

## Recruitment and the Law

Section 8 of the Canadian Human Rights Act states that:

*It is a discriminatory practice,*

*(a) to use or circulate any form of application for employment, or*

*(b) in connection with employment or prospective employment, to publish any advertisement, or make any written or oral inquiry that expresses or implies any limitation, specification or preference based on a prohibited ground of discrimination.*

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EmployAbilities  
Suite 402, 10909 Jasper Avenue  
Edmonton, AB T5J 3L9  
Ph: (780) 423-4106  
Fax: (780) 426-0029  
Toll Free: 1-800-785-6539  
Email: [employ@employabilities.ab.ca](mailto:employ@employabilities.ab.ca)  
Web: [www.employabilities.ab.ca/workplace](http://www.employabilities.ab.ca/workplace)

