### 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.”

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_A 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.

**HIRE for TALENT** has made every effort to use the most respectful words possible while writing these materials. We realize, however, that the most appropriate terminology may change over time. We developed these materials with the intent to respect the dignity and inherent rights of all individuals.