



Make hiring accessible

To help make Ontario accessible to people with disabilities, the Accessibility Standard for Information and Communications requires all organizations in the province that have at least one employee to make hiring accessible. This summary will help you find out what you need to do.

When do I need to comply?

This requirement is being phased in over time, to give smaller organizations and private businesses time to prepare.

Government of Ontario		2013
Public Sector Organizations	50+ employees	2014
	1-49 employees	2015
Private sector & non-profit organizations	50+ employees	2016
	1-49 employees	2017

What do I have to do?

Let job applicants know that you will accommodate disabilities during the selection process.

You can do this in many ways:

- post the information on your website or include it in the job postings
- call applicants directly or speak to them in person, and
- write them a letter or send an email.

If a job applicant requests accommodation, consult with them and make adjustments that best suit their needs.

For example, if a job applicant who is Deaf asks for accommodation for a telephone interview, you could offer to conduct the interview via email or through a TTY line. The applicant may also suggest an interview format that best works for them.



Notify successful applicants of your policies for accommodating employees with disabilities.

You can do this in many ways:

- include the information in the offer letter or in a separate email
- call applicants directly or speak to them in person.

Example

Julie is a human resources manager at a cable company. When hiring new staff, she:

- includes information about accommodations for applicants with disabilities in the job posting
- keeps interview formats flexible so that applicants of all abilities can participate, and
- includes the company's policy on accommodating employees with disabilities in the offer letter to successful applicants so they know the organization's policies.

Want more detailed information?

[Read our policy guidelines.](#)

The Accessibility Standard for Employment is part of the Integrated Accessibility Standards Regulation 191/11. [Read the regulation](#) to find out more.