Accessible Job Postings Quick Checklist

Make sure your job postings are accessible, inclusive, and welcoming to all candidates

Formatting and Accessibility

- ◯ Use a sans serif font (Arial, Calibri, Verdana, Helvetica).

- ◯ Set font size to 12 points or larger.

- ◯ Avoid italics and ALL CAPS, and use **bold** sparingly.

- ◯ Maintain high contrast between text and background.

- ◯ Use clear headings and divide text into short sections.

- ◯ Use bullet points (one idea per bullet; end bullets with a period).

- ◯ Add alt text for any images included.

- ◯ Provide the posting in accessible formats (Word document, HTML, large print).

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Language and Content

○ Write in plain language, short sentences, simple words.

○ Avoid jargon or explain it clearly.

○ Use inclusive verbs (e.g., "move around" instead of "walk").

○ Welcome alternative experiences in place of specific credentials.

○ Focus only on essential requirements — avoid extra barriers.

○ Describe the physical work environment (e.g., scent-free, quiet, accessible washrooms).

○ Include salary range, probation details, hours, remote or hybrid options.

Accommodations and the Application Process

○ Include a clear accommodation statement welcoming diverse applicants.

○ Provide a contact name for accessibility or accommodation requests.

○ Accept non-traditional resumes (e.g., video resumes, functional formats).

○ Offer multiple ways to apply (email, phone, online form, in-person).

Diversity, Equity, and Inclusion

○ Demonstrate inclusive practices throughout the posting (not just at the end).

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