Accessible Online Application
Systems and Tools for Achieving Them

Presented by:
Naomi Levin, OFCCP &
Mario Damiani, ODEP
Contractor Obligations

- Must ensure an equal opportunity to apply & compete for jobs;

- Must provide needed reasonable accommodations, unless it would cause undue hardship;

- As part of its affirmative action obligation, must periodically audit & evaluate its personnel processes.
These Obligations Apply Equally to Online and Other Electronic Job Application Procedures
The Directive’s Goals

- Spotlight contractor obligations in the online application context.
- Announce new OFCCP policy and procedures in this area.
- Provide resources to assist contractors in compliance.
Examples of Accessibility Issues

- Someone with a visual disability may be unable to read the graphics on the contractor’s website.

- An online application system may not operate with adaptive technology used by people with disabilities.

- Company kiosks may be inaccessible to people with mobility impairments.
Contractor Actions

- Prominently display a notice outlining your reasonable accommodation process, & provide timely & effective accommodation.

- If kiosks are used, ensure that they are physically accessible.

- Allow people who cannot use the online system because of a disability to apply in an alternate way.
Contractor Actions

Consider designing online systems using “universal design” techniques & “interoperable” technology to:

– Reach out to and receive applications from qualified applicants with disabilities, and

– Minimize the need for individual reasonable accommodations.
OFCCP Policy & Procedures

- All compliance evaluations will include review of the contractor’s online application system to ensure equal opportunity is provided to people with disabilities.

- OFCCP will retain and investigate individual complaints involving a contractor’s online application system.
For More Information

- Directive & FAQs on OFCCP’s Web site
- E-mail or call us; we’re happy to help
- And now for additional information on tools and resources . . .
To provide national leadership on disability employment policy by:

- Developing and influencing the use of evidence-based disability employment policies and practices
- Building collaborative partnerships
- Delivering authoritative and credible data on employment of people with disabilities

NOTE: ODEP HAS NO ENFORCEMENT OR REGULATORY ROLE
Assistive Technology

- AT = Makes work possible for many people with disabilities
- Can be helpful for many different types of disabilities: visual, hearing, cognitive, neurological
- High-tech, low-tech, or no-tech
- High-cost, low-cost, or no-cost
Accessibility and Interoperability

- **Accessibility**: The degree to which people can use a product or service, often made possible by assistive technology.

- **Web Accessibility**: The degree to which people can perceive, understand, navigate, and interact with a website.

- **Interoperability**: The degree to which assistive technology can operate compatibly with a website or other type of information technology.
Why Accessibility and AT Are Important to your Business

- Provide access to a skilled and valued workforce
- Allow retention of skilled and knowledgeable employees
Accessible Systems Racing League

- Diagnostic Tool for Web Accessibility
- Ten Areas of Focus
- Green Flag = Accessible
- Yellow Flag = Partially Accessible
- Red Flag = Not Accessible
- Developed by ODEP, EARN, and JAN
Accessible Systems Racing League

Evaluation of 10 areas

- Does your site display its equal employment opportunity policy statement?
- Does your site provide information on how individuals with disabilities can request reasonable accommodations?
- Can your site be navigated with a screen reader?
- Does your site time out after a period of inactivity? Does it allow users to request more time before the time out?
- Does your site avoid blinking, marquee or other auto-scrolling text which might trigger epileptic seizures?
Evaluation of 10 areas, continued

- Does your site allow users to skip past repetitive navigation links?
- Does your site provide captioning for all video and audio content?
- Do all images on your site have accompanying text description?
- Can your site be accessed without using a mouse?
- Does your site provide fully usable online forms, PDF documents and PowerPoint materials, particularly to individuals who use screen readers?
Thoughts on Accessibility

- Racing League is one of many options to evaluate accessibility
- Look at all parts of your website
- Think of different accessibility issues presented by different disabilities
- Evaluate application process in the same way as your website
- Use us as a resource: ODEP is not an enforcement or regulatory body
Resources

- Job Accommodation Network (JAN): http://jan.wvu.edu or 1-800-526-7234
- Employer Assistance and Referral Network (EARN): http://earnworks.com or 1-866-327-6669 (EARN-NOW)
- ODEP: http://dol.gov/odep
2009 Pre-Conference Learning Forums

- ODEP will sponsor 4 Pre-Conference Forums

- One of the Forums will take place at the next NILG Annual Meeting in Atlanta in July 2009

- The Forums will feature the Accessible Systems Racing League and numerous other resources on this topic
Mario Damiani
Policy Advisor
Office of Disability Employment Policy
United States Department of Labor
Phone: (202) 693-7863
E-mail: damiani.mario@dol.gov
QUESTIONS?