

# **Accessible Online Application Systems and Tools for Achieving Them**

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# 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 . . .**

# Mission

**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?

# Accessible Systems Racing League

## 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**

- **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)
- **Accessible Systems Racing League:**  
<http://earnworks.com/508racing.asp>
- **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**



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# QUESTIONS?

