The Stop and Go Checklist

This checklist provides practical guidance for creating a more inclusive and accessible process for hiring and supporting employees, especially concerning disability accommodations and communication.

Ensuring an Accessible Interview Process

The Situation: You are sending an email to all shortlisted candidates to schedule their interviews for the Factory Line Operator position next week.

STOP

You send the standard scheduling email. You assume that if a candidate needs help (e.g., a sign language interpreter, a quiet space, or a video option), they will reach out to you directly.

GO

You include a proactive, consistent question in the email to all candidates. This question could look like:

"To ensure a smooth interview process, please let us know if you require any specific accommodations or support to participate in the interview. Accommodations are things like:

- Providing a sign language interpreter.
- Allowing more time for the interview or any associated tasks.
- Ensuring the interview space is accessible for the participant.
- Doing the interview online."

Asking Broadly About Job Support

The Situation: You are interviewing a candidate who has a visible disability for an Administrator role. You want to understand what support they may need to do the job.

STOP

You immediately focus on their disability and use overly legalistic jargon to ask them:

"Do you require any reasonable accommodations to manage your disability in this job?"

GO

You ask a broad, positive question focused on the job's functions, not on their disability.

"What workplace support do you require to do this job? This requires you to manage our sales and payment systems."

Question Framing

The Situation: The job description for the Mechanical Engineer requires a significant amount of time collaborating in noisy, open-plan meetings. The candidate discloses they experience hearing loss.

STOP

You ask a deficit-based question.

"How will you be able to handle all those noisy meetings? Won't that be a problem for you?" This suggests you've already made up your mind.

GO

You ask a question related to the role and the working environment:

"The job requires regular collaboration in a noisy environment. Can you explain how you think you would approach and manage communication in that setting?".

Determining Workplace Support

The Situation: An existing employee discloses that they are struggling to follow the detailed printed instruction manuals for a new software system.

STOP

You skip consulting the employee and immediately call an external consultant. You assume the employee can't possibly know what they need, potentially leading to a costly or incorrect solution.

GO

You start by going to the person first. You ask:

"You know this job best. How do you suggest we adjust these resources so you can easily access the information you need? I'll advocate for these changes, without identifying you specifically"