



# Career Page & Job Posting Checklist

## Career Page

- Ensure accessibility of online applicant system

Sample language can be found [here](#):

<http://kb.hudsonmann.com/how-do-we-ensure-online-accessibility-for-individuals-with-disabilities/>

- Link to the [“EEO is the Law” Poster](#)

- Link to the updated [EEO is the Law poster supplement](#):

**Sample language for Career Page:** Applicants to and employees of this company are protected under Federal law from discrimination on several bases. Follow the link above to find out more.

- Link to the [Inclusion of Pay Transparency Nondiscrimination Provision Poster](#)

- EEO Policy Inclusion on Career Page

**Spell out EEO Policy tagline on careers page:**

**Option 1:** All qualified applicants will receive consideration for employment without regard to race, **color**, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran

**Option 2:** EOE, including disability/vets

**For additional information, click [here](#)**

## Job Posting

- Examples of tagline on job ads:

- Equal Opportunity Employer

**OR**

**<Company Name>** is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.