



# 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 "[Know Your Rights](#)" poster

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**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:** *Contractors may refer to those protected by Section 503 or VEVRAA by abbreviation, but such abbreviations must be commonly understood by those seeking employment. Simply using "D" and "V" are not adequate abbreviations for this reason. For those protected by Section 503 or VEVRAA, the tagline should at a minimum state "disability" and "vet" so that the tagline will be clearly understood by jobseekers. **For example: EEO/Disabled/Veteran***

**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.