



Accessibility Skills Hiring Toolkit

Instructional Designer

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Interview questions adapted from the Accessibility Interview Questions open source resource, scottaohara.github.io/accessibility_interview_questions

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Position Description Language

Responsibilities

The Instructional Designer creates, produces, and publishes digital instructional resources.

The Instructional Designer ensures compliance with digital accessibility regulations and requirements by performing the following duties and responsibilities:

- Create instructional resources with accessibility in mind
- Create alternatives for multimedia content, such as captions and audio descriptions
- Use platforms and tools that support accessibility
- Partner with colleagues and team members to prioritize accessibility in course production

Qualifications

Required: Applicants for the Instructional Designer role are required to have these qualifications:

- Knowledge of digital accessibility and disability inclusion
- Knowledge of regulations related to digital accessibility (e.g., Section 508, ADA)
- Knowledge of WCAG 2.1 AA requirements
- Experience producing instructional resources that are in compliance with accessibility standards

Preferred: Applicants with the following qualifications will be preferred:

- Experience applying best practices in universal design for learning to creating instructional digital resources



Screening Questions

Question	Response/Comments
Knowledge of digital accessibility and disability inclusion	
1. Who benefits from accessibility?	
2. How would you define inclusive and/or universal design? Can you provide an example? (Does not need to be web related)	
3. What resources would you recommend to someone who wants to keep informed of the latest updates on accessibility and inclusive design?	
Experience producing instructional resources that are in compliance with accessibility standards	
4. How do you see accessibility fitting into your role in the organization?	
5. How do you incorporate accessibility into your day to day activities? (Email, document creation, when presenting content, etc.). Give an overview of the process you go through for (insert example).	
6. What experience do you have with creating accessible documents?	



Question	Response/Comments
7. What experience do you have with training others on creating accessible documents?	
Comments:	



Interview Questions

Question	Response/Comments
Knowledge of digital accessibility and disability inclusion	
1. Who benefits from accessibility?	
2. How would you define inclusive and/or universal design? Can you provide an example? (Does not need to be web related)	
3. What resources would you recommend to someone who wants to keep informed of the latest updates on accessibility and inclusive design?	
Knowledge of regulations related to digital accessibility (e.g., Section 508, ADA)	
4. Describe the difference between Section 504 and Section 508 of the Rehabilitation Act.	
5. Describe the difference between Section 508 and the Web Content Accessibility Guidelines.	
Knowledge of WCAG 2.1 AA requirements	

Question	Response/Comments
6. What is WCAG?	
7. What are the differences between A, AA, and AAA compliance?	
8. What are the Authoring Tools Accessibility Guidelines and what are some of the benefits of using these guidelines when creating an authoring tool?	
Experience producing instructional resources that are in compliance with accessibility standards	
9. How do you see accessibility fitting into your role in the organization?	
10. How do you incorporate accessibility into your day to day activities? (Email, document creation, when presenting content, etc.). Give an overview of the process you go through for (insert example).	
11. What experience do you have with creating accessible documents?	



Question	Response/Comments
12. What experience do you have with training others on creating accessible documents?	
13. When presenting, what are key considerations you make to ensure you are presenting content in an accessible manner?	
14. When recording instructional videos, what are the key elements you need to implement to insure the videos are inclusive to all?	
15. What are some questions you would ask if your organization was purchasing a new online learning platform?	
Experience applying best practices in universal design for learning to creating instructional digital resources	
16. Describe the purpose and principles of Universal Design for Learning (UDL).	
17. Describe your experience applying UDL principles and guidelines to teaching and instructional resources.	

Question	Response/Comments
Comments:	

