



## **Accessibility Skills Hiring Toolkit**

# **Product Owner/Manager**

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Interview questions adapted from the Accessibility Interview Questions open source resource, [scottaohara.github.io/accessibility\\_interview\\_questions](https://scottaohara.github.io/accessibility_interview_questions)

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## Position Description Language

### Responsibilities

The Product Owner/Manager defines and manages the production of digital products.

The Product Owner/Manager ensures compliance with digital accessibility regulations and requirements by performing the following duties and responsibilities:

- Apply user-centered and inclusive design practices to product development
- Prioritize accessibility when designing, developing, and managing digital products
- Manage accessibility as a compliance-level concern in product development
- Require support for accessibility in development resources, e.g., frameworks, code libraries, design systems

### Qualifications

**Required:** Applicants for the Product Owner/Manager 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 products that require compliance with non-functional requirements (e.g., security, privacy) including accessibility
- Experience applying user-centered design methods to product development
- Experience advocating for accessibility in digital products (e.g., with leadership, development teams)

**Preferred:** Applicants with the following qualifications will be preferred:

- Experience engaging with people with disabilities in research and design activities
- Experience using diverse personas to influence product design



## Screening Questions

Question	Response/Comments
<b>Knowledge of digital accessibility and disability inclusion</b>	
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?	
<b>Experience producing products that require compliance with non-functional requirements (e.g., security, privacy) including accessibility</b>	
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. Describe at least five disability etiquette tips every manager should know.	



Question	Response/Comments
7. How would you convince leadership to allocate funds to do an accessibility external audit?	
Comments:	



## Interview Questions

Question	Response/Comments
<b>Knowledge of digital accessibility and disability inclusion</b>	
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?	
<b>Knowledge of regulations related to digital accessibility (e.g., Section 508, ADA)</b>	
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.	
<b>Knowledge of WCAG 2.1 AA requirements</b>	
6. What is WCAG?	



Question	Response/Comments
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?	
<p><b>Experience producing products that require compliance with non-functional requirements (e.g., security, privacy) including accessibility</b></p>	
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. Describe at least five disability etiquette tips every manager should know.	
12. How would you convince leadership to allocate funds to do an accessibility external audit?	
<p><b>Experience applying user-centered design methods to product development</b></p>	



Question	Response/Comments
13. Describe your experience with applying user-centered design methods to product development.	
<b>Experience advocating for accessibility in digital products (e.g., with leadership, development teams)</b>	
14. Describe a situation where a coworker may have been resistant to accessibility or inclusive design best practices.	
15. How were you able to work with them to mitigate such issues?	
16. What sort of strategies do you use in situations like these to help educate coworkers?	
<b>Experience engaging with people with disabilities in research and design activities</b>	
17. How have you engaged users with disabilities in providing feedback throughout the development process?	
<b>Experience using diverse personas to influence product design</b>	
18. Describe how you use personas in product design and development.	



Question	Response/Comments
19. How do you represent diverse perspectives and needs in personas, including accessibility needs?	
Comments:	

