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Accessibility Skills Hiring Toolkit

Project Manager

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 Project Manager manages product development activities.

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

- Include accessibility activities in project timelines and milestones

- Include accessibility evaluation in product testing (e.g., usability testing, use case tests)

- Support the development team in prioritizing accessibility in product development

Qualifications

Required: Applicants for the Project 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 managing projects that require compliance with non-functional requirements (e.g., security, privacy) including accessibility

- Experience incorporating accessibility into product development methodologies

Preferred: Applicants with the following qualifications will be preferred:

- Experience engaging with people with disabilities in research and design activities

- Experience managing projects without resorting to an accessibility backlog

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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 managing projects that require compliance with non-functional requirements (e.g., security, privacy) including accessibility	
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
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	
6. What is WCAG?	

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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?	
Experience managing projects that require compliance with non-functional requirements (e.g., security, privacy) including accessibility	
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?	
Experience incorporating accessibility into product development methodologies	

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Question	Response/Comments
13. When is the best time during a project to work on product accessibility?	
14. What is the difference between automated and manual accessibility testing?	
15. Who is responsible for ensuring the accessibility of products and services?	
16. Describe the impact of product procurement on the overall project life cycle.	
17. How have you incorporated accessibility into your project management activities?	
18. How have you measured the overall accessibility health of a project?	

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Question	Response/Comments
19. Describe a project in which you built accessibility into the overall project life cycle. What were key milestones for accessibility? Which project roles were impacted?	
20. Which communities do you engage with when your team is struggling to find a fix to an accessibility issue?	
Experience engaging with people with disabilities in research and design activities	
21. How have you engaged users with disabilities in providing feedback throughout the development process?	
Experience managing projects without resorting to an accessibility backlog	
22. Describe how you would prioritize accessibility issues that need to be addressed.	

Question	Response/Comments
Comments:	