

## Call for Reviewers

Tourism HR Canada is seeking qualified reviewers to form part of a standing Review Panel for its National Pro-Abilities Employer Program. The Pro-Abilities Program aims to provide an opportunity for disability-inclusive tourism workplaces that meet or exceed industry standards to be recognized on a national basis. It also provides benchmarks that tourism employers can use to assist them in continually improving workplace disability inclusion.

### Requirements

Interested individuals should have some combination of:

- Experience in developing inclusive workplaces
- Knowledge of inclusive workplace best practices and approaches
- Experience in program or workplace assessment and evaluation
- Knowledge of Canada's tourism industry

### Responsibilities

Applications will be screened and reviewed for completion, and any necessary follow up with the applicant will be conducted by Tourism HR Canada staff before being assigned to reviewers.

Reviewers will be expected to:

Get familiar with the accreditation process by participating in assessor training and orientation offered by Tourism HR Canada and signing the National Pro-Abilities Employer Program Reviewer Code of Conduct.

Review one or more applications using an online platform (the exact number of applications will depend on the total number of applications received and the reviewer's availability). The review of an application will entail reviewing the application form and the supporting documentation submitted by each applicant. The application is a two-stage process: an online application followed by a virtual interview.

Complete the assessment of each assigned application using the online platform and virtual meeting software (i.e., Zoom or Teams).

Connect with Tourism HR Canada throughout the review process to discuss general questions regarding the process, the type of evidence received, and any issues that may arise.

## Compensation

Reviewers will be compensated for each submitted review at the rate of \$500 per review.

## Timeline

Applications will be assigned for review as soon as they are submitted, and their eligibility verified. There is currently no application deadline. Submissions are being accepted on a rolling basis. When an application is ready for review, all selected reviewers will be notified and offered the opportunity to evaluate the application in question. The first two to respond that they can commit to the review schedule will be assigned the application. The estimated level of effort is two working days per application. Recommendations should be submitted within 30 days of accepting the assignment.

## Conflict of Interest

Selected reviewers will be asked to determine if they perceive a conflict of interest before proceeding to assess the application. If a conflict of interest is identified, the application will be assigned to another reviewer. Conflicts of interest might arise due to past or current employment with the organization submitting the application, existing or potential partnerships with the organization and/or its stakeholders, or situations where granting accreditation status to the program in question can be seen to benefit the individual reviewer or his/her organization.

## To Apply

Interested individuals are asked to please contact **Kim MacLaren** at **Tourism HR Canada** ([kmaclaren@TourismHR.ca](mailto:kmaclaren@TourismHR.ca)) directly with a CV and the answers to the following questions:

- Are you familiar with Tourism HR Canada (formerly Canadian Tourism Human Resource Council) or the National Pro-Abilities Employer Program? If yes, please elaborate.
- Briefly, how do you meet the requirements for this role?
- Are you able to review, assess, and provide comments if assigned an application in French?