



UKG Recruiting Candidate Experience Voluntary Product Accessibility Template (VPAT)

June 2021



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The source code for Equinox is available for free download at www.eclipse.org.

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Accessibility Conformance Report

(Based on version 2.4 International Edition)

Name of Product/Version: UKG Pro Recruiting – Job Boards

Report Date: June 2021

Product Description: UKG Recruiting creates an easy, personalized, and enjoyable experience for candidates to engage with potential employees and recruiters. It helps build stronger relationships with candidates and removes common barriers to encourage a wider pool of talent in the application process, allowing employers to find the best hire.

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Notes: UKG Recruiting web core, optional opportunities map, optional LinkedIn signage are among the products evaluated.

Evaluation Methods Used: Testing the Recruiting portal involved a combination of automated, manual, and functional testing on a desktop. Level Access (Level) comprehensively tested a selection of pages representative of the Recruiting portal candidate experience using, among other methodologies, the screen readers JAWS 2019 and NVDA 2020, exclusive use of the keyboard, and manual inspection of code. Level also functionally tested two typical user flows with JAWS 2019.

Applicable Standards/Guidelines

This report covers the degree of conformance with the following accessibility standards/guidelines:

Standard/Guideline	Included in Report
Web Content Accessibility Guidelines (WCAG) 2.1	Level A – Yes Level AA – Yes Level AAA – No
Revised Section 508 standards published January 18, 2017, and corrected January 22, 2018	Yes

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets it with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- Revised Section 508: Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: During reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.1.1 Non-text Content (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Text alternatives are provided for non-text content throughout the product. In certain cases, the text equivalent is provided in adjacent text; for example, an icon indicating an external site link is accompanied by nearby text explicitly stating that users will be directed to a third-party website.
<p>1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain audio-only or video-only prerecorded content.
<p>1.2.2 Captions (Prerecorded) (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain prerecorded media that requires captions.
<p>1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain prerecorded media that requires an audio description or media alternative.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>1.3.1 Info and Relationships (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.
<p>1.3.2 Meaningful Sequence (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Content is presented in a meaningful sequence.
<p>1.3.3 Sensory Characteristics (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Instructions provided for understanding and operating the product do not rely solely on sensory characteristics of components.
<p>1.4.1 Use of Color (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Color is not used as the sole visual means of indicating action, prompting a response, distinguishing a visual element, or communicating information. Error messages are distinguished from other text through the use of a visible error icon with text equivalent and red color.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>1.4.2 Audio Control (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain audio that plays automatically.
<p>2.1.1 Keyboard (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	<p>Web: The product is operable through a keyboard interface.</p> <p>Third-party map controls are not fully operable through a keyboard interface; however, the information within the map is communicated elsewhere on the page, and the map can be turned off if desired by a customer.</p>
<p>2.1.2 No Keyboard Trap (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain keyboard traps.
<p>2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: The product does not use character key shortcuts.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>2.2.1 Timing Adjustable (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product allows users to extend their logged-in time by pressing a button.
<p>2.2.2 Pause, Stop, Hide (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain content that moves, blinks, or scrolls automatically.
<p>2.3.1 Three Flashes or Below Threshold (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain flashing content.
<p>2.4.1 Bypass Blocks (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: A mechanism is available to bypass blocks of navigational content that are repeated on multiple pages.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>2.4.2 Page Titled (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Page titles describe topic and purpose.
<p>2.4.3 Focus Order (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Components receive focus in an order that preserves meaning and operability.
<p>2.4.4 Link Purpose (In Context) (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The purposes of links can be determined from the link text alone or from the link text together with its programmatically determinable context.
<p>2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: The product does not require multipoint or path-based gestures for operation.
<p>2.5.2 Pointer Cancellation (Level A 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Functionality within the product using a single pointer does not use the down-event to execute any part of the function.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>2.5.3 Label in Name (Level A 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: For user interface components with labels that include text, the name contains the text presented visually.
<p>2.5.4 Motion Actuation (Level A 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: The product does not have functionality that requires device motion or user motion.
<p>3.1.1 Language of Page (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The language of pages is programmatically determinable.
<p>3.2.1 On Focus (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: No user interface component within the product initiates a change of context when receiving focus.
<p>3.2.2 On Input (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Changing the setting of user interface components within the product does not automatically cause a change of context.

Success Criteria, Level A (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>3.3.1 Error Identification (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: If an input error is automatically detected within the product, the item that is in error is identified and the error is described to the user in text.
<p>3.3.2 Label or Instructions (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Labels or instructions are provided when content requires user input.
<p>4.1.1 Parsing (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Elements have complete start and end tags, elements are nested according to their specifications, elements do not have duplicate attributes, and elements have unique IDs.
<p>4.1.2 Name, Role, Value (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The name, role, and state of user interface components within the product can be programmatically determined.

Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain live media that requires captions.
<p>1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not contain prerecorded media that requires an audio description.
<p>1.3.4 Orientation (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Content within the product does not restrict its view and operation to a single display orientation.
<p>1.3.5 Identify Input Purpose (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Does Not Support	<p>Web: A rating of Does Not Support has been given for the following reason:</p> <ul style="list-style-type: none"> • Input fields that collect information about the user, such as email and phone number, do not programmatically convey their purpose.
<p>1.4.3 Contrast (Minimum) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Content within the product can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for vertical scrolling at a width of 320 pixels and horizontal scrolling content at a height of 256 pixels.

Success Criteria, Level AA (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>1.4.4 Resize Text (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Text can be resized without assistive technology up to 200% without loss of content or functionality.
<p>1.4.5 Images of Text (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Text is used to convey information instead of images of text, except where essential for branding purposes.
<p>1.4.10 Reflow (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Content within the product can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for vertical scrolling at a width of 320 pixels and horizontal scrolling content at a height of 256 pixels.
<p>1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: The visual presentation of non-text content provides sufficient contrast. Input field borders and other form control indications have sufficiently high contrast. Graphics, such as the match-level and skill-level icons, have sufficient contrast.

Success Criteria, Level AA (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	<p>Web: In most cases, no loss of content or functionality occurs when setting text style properties and by changing no other style property. However, a rating of Partially Supports has been given for the following reason:</p> <ul style="list-style-type: none"> • Content within an optional third-party component is lost when text style properties are set according to this criterion.
<p>1.4.13 Content of Hover or Focus (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	<p>Web: Content that appears on hover or focus within the product is persistent, dismissible, and, in most cases, hoverable. A rating of Partially Supports has been given for the following reason:</p> <ul style="list-style-type: none"> • Some content that appears on hover or focus, such as tooltips used to explain symbols, is not hoverable.
<p>2.4.5 Multiple Ways (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: More than one way is available to locate a web page within a set of web pages, except where the web page is the result of, or a step in, a process.
<p>2.4.6 Headings and Label (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Headings and labels describe topic and purpose.

Success Criteria, Level AA (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>2.4.7 Focus Visible (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Interactive content within the product provides a visible keyboard focus indicator.
<p>3.1.2 Language of Parts (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product presents content in one language at a time.
<p>3.2.3 Consistent Navigation (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: Navigational mechanisms that are repeated on multiple web pages within aset of web pages occur in the same relative order each time they are repeated, unlessa change is initiated by the user.
<p>3.2.4 Consistent Identification (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: Components that have the same functionality within the product are identified consistently.

Success Criteria, Level AA (cont'd)

Criteria	Conformance Level	Remarks and Explanations
<p>3.3.3 Error Suggestion (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user.
<p>3.3.4 Error Preventional (Legal, Financial, Data) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: The product does not cause financial transactions to occur, does not modify or delete user-controllable data in data storage systems, and does not submit user test responses. When accepting job offers, candidates must activate the “Accept Offer” button and then are given a chance to read the offer letter before accepting via electronic signature.
<p>4.1.3 Status Messages (Level AA 2.1 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Status messages can be programmatically determined through role or properties such that they can be presented to users of assistive technology without receiving focus.

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Notes: This product is supported without Claim of Equivalent Facilitation, and other standards in this document cover the product.

Chapter 4: Hardware

Notes: Not Applicable

Chapter 5: Software

Notes: Not Applicable

Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Applicable – not tested	
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Applicable – not tested	
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Applicable – not tested	
603.3 Accommodation of Communication Needs	Applicable – not tested	

About UKG

At UKG (Ultimate Kronos Group), our purpose is people™. Built from a merger that created one of the largest cloud companies in the world, UKG believes organizations succeed when they focus on their people. As a leading global provider of HCM, payroll, HR service delivery, and workforce management solutions, UKG delivers award-winning Pro, Dimensions, and Ready solutions to help tens of thousands of organizations across geographies and in every industry drive better business outcomes, improve HR effectiveness, streamline the payroll process, and help make work a better, more connected experience for everyone. UKG has more than 13,000 employees around the globe and is known for an inclusive workplace culture. The company has earned numerous awards for culture, products, and services, including consecutive years on Fortune's 100 Best Companies to Work For list. To learn more, visit [ukg.com](https://www.ukg.com).