

Employer Disability Information

# INCLUSIVE RECRUITMENT GUIDE



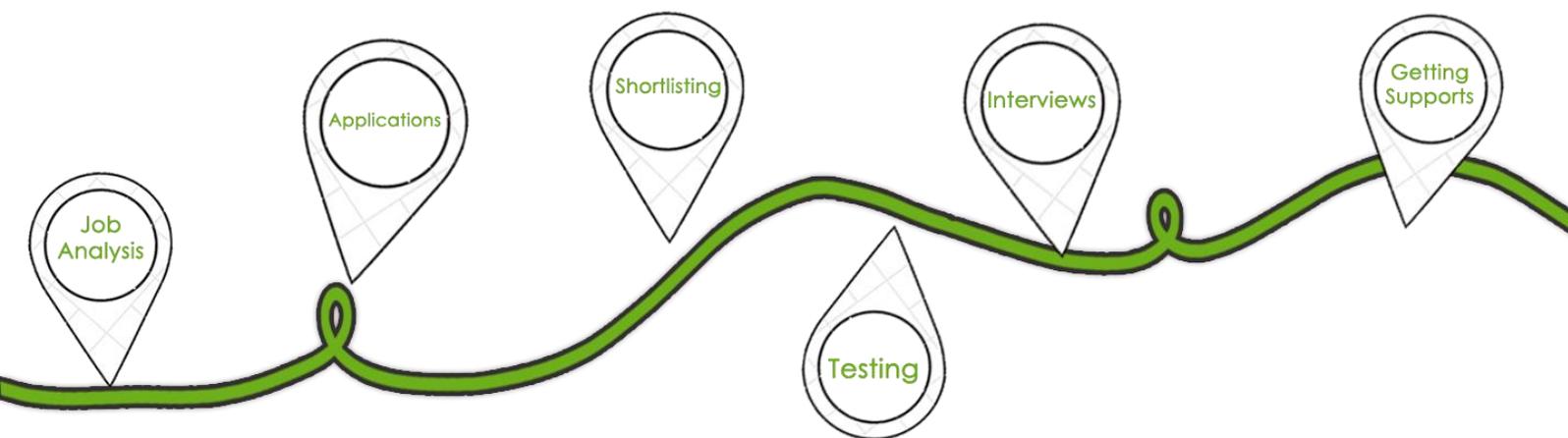
# INTRODUCTION

A diverse and inclusive company employs people with disabilities. However, many employers worry that by including people with disabilities in their recruitment process they won't know how to manage it. Employer Disability Information's guide to inclusive recruitment will give you a few key steps to follow to help you get it right!

## #6 steps

The road to inclusive recruitment can be broken down into 6 key steps, each one with tips and advice on how to ensure you are being inclusive and respectful to everyone applying for a job regardless of disability.

This guide will take you through each step and offer our advice and links to where you can find more support along your journey to implementing your inclusive recruitment process.



## 1. Job Analysis

The first step in any recruitment process and the best way to ensure a good job-person match. By analysing the job, we're getting up to date information about the core functions of the job, how it is organised, the environment and the qualifications required. Don't forget - a job analysis describes the job, not the person who fills it. It can:

- Reduce the likelihood of the interview panel asking questions which could be seen to be discriminatory.
- Develop objective and job-related selection criteria to reduce the likelihood of bias emerging during recruitment.
- Determine what supports or changes could be made to the work environment to assist a person with a disability in performing the job if they are recruited.
- Inform applicants with a disability so they can make an informed decision about whether or not to apply for the position.

To encourage the employment of people with disabilities, develop a competency-based job description and consider the following questions:

### Essential functions

- What are the core, essential skills needed for this role?
- What is the relationship between the tasks involved in the job? Is there a special sequence which they must follow?
- What physical activities are required to undertake the job?
- How is the job organised in the overall work environment? Could some reorganisation improve the opportunity for someone with a disability?
- Would removing or changing some of the tasks to accommodate someone with a disability fundamentally alter the job?

### Work environment

- Where are the essential functions of the job carried out?
- How is the work organised for maximum safety and efficiency?
- What are the physical conditions of the job setting (indoors, outdoors, underground, air-conditioned, dirty, greasy, noisy, sudden temperature changes, etc.)?
- What are the social conditions of the job (works alone, works around others, works with the public, works under close supervision, works under minimal supervision, works to deadlines)?

### Skills/qualifications/ experience

- What are the general skills needed for the job?
- What specific training is necessary? Can it be obtained on the job?
- What previous experience, if any, can be substituted for the specific training requirements?

### Developing a job profile

Following analysis, a suitable and detailed job profile can be drafted. This can help you to find the right match between the requirements of the job and the qualifications and abilities of the applicants.

#### The job profile should:

- make a distinction between essential and desirable requirements for the job;
- be clear in the language used and, where possible, avoid jargon;
- encourage the application of a suitably qualified person with less experience, who can improve with on-the-job training;
- take into account, where feasible, non-mainstream educational qualifications.



#### TOP TIP

Ensure you have the support of senior and middle management to guarantee success! They play a key role in decision making and influence the company's approach.



## TOP TIP

Many companies have ring fenced roles for applicants with disabilities to promote diversity and ensure people with disabilities are recruited.

### Person specification

The person specification is drawn up on the basis of a job profile. It sets out the requirements for the job in terms of qualifications, skills and experience - only include essential skills for the job. For

example, is verbal communication a core requirement if staff usually communicate using email and chat?

Think about what your ideal candidate looks like – do they have a disability? Be open minded to the type of person who could successfully do the role so you can judge applicants objectively.

## 2. Applications

Flexibility in how someone can apply for the role is a key positive action step for people with disabilities. We rely heavily on online recruitment these days so make sure your hiring site is accessible. If you are not sure, take a look at this [link](https://www.and.org.au/pages/a-beginners-guide-to-accessible-content.html) for help. (<https://www.and.org.au/pages/a-beginners-guide-to-accessible-content.html>)

- How do applicants request reasonable accommodations? Is there a designated contact person? Provide an alternative means for people with disabilities to contact the company to request accommodations at interview.
- Welcome applications from people with disabilities by stating that you accommodate the needs of candidates with disabilities.
- If you are unsure how to provide the accommodation, seek [help](#) to find out.
- Make sure the job information is available in accessible formats, if requested.
- Allow applicants with disability as much time as they need to fill in forms, if they are timed.
- If you are using a recruitment agency, have you assessed its ability to accommodate potential candidates with disabilities?
- Contact disability organisations and supported employment schemes to encourage applications from diverse communities.

## 3. Shortlisting

At this stage, applicants with disabilities are often screened out of the process. Their CVs and applications look different to other applicants and they may have gaps, less work experience and alternative qualifications.

However, people with disabilities are creative thinkers, problem solvers and exceptionally resilient people. They have had to navigate their lives and educational experiences in a different, and often more difficult, way than their non-disabled peers.

Many companies take a positive action measure to include and state that applicants who meet the qualification requirements and have disclosed a disability on their CV or application form will be automatically invited to interview. That way, you are communicating your commitment to include and encouraging the disclosure of a disability.

If you conduct telephone interviews at shortlisting stage, make sure that you offer alternatives to candidates with a disability, in particular where their disability would impact on their ability to communicate on the phone or online video chat i.e. sensory disability, speech difficulties, neurodiversity, etc.

## 4. Testing

Some companies use assessment centres and online testing. These tools can prove a huge barrier to applicants with disabilities, in particular non-visible disabilities. Consider whether you can waive this requirement for applicants with a disability, if you are seeking to include. A work trial or placement may be a better way to assess the abilities of applicants with disabilities.

- Is the testing location and material accessible for all types of disability, including neurodiverse applicants, specific learning difficulties like dyslexia and those with sensory and physical disabilities?
- Is the test or assessment flexible and accessible to people with all types of disabilities? Ask the test developer if unsure.
- Are you using other measures of assessment to evaluate applicants? Decisions based only on these results won't ensure a diverse mix of candidates.

## 5. Interviews

The main purpose is to establish whether applicants have the skills and capability to do the essential and core elements of the job. You don't need to change your interview process – just ensure it is competency based to get the best result.

- Members of the interview panel should be appropriately trained in disability awareness.
- Ask all applicants job-related competency-based questions. All candidates should be asked the same open and direct questions about their ability to perform the functions of the role.
- Ask how someone will complete the tasks and ask it of all applicants.
- Don't worry about the disability or how it may impact at work. Focus on the ability of candidates.
- Be open-minded as to how the job can be done – people with disabilities will approach tasks differently.

## 6. Getting Support

Take a look at our [website](#) to get support, we have support for every step of the recruitment journey. Employer Disability Information are always here to help you make your workplace a more inclusive and understanding place. Email [info@employerdisabilityinfo.ie](mailto:info@employerdisabilityinfo.ie) if you require further information.

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