



5 TOP TIPS FOR ACCESSIBLE RECRUITMENT

1. Be Genuine

If you want to encourage applicants / or have a specific role for Disabled, D/deaf, Neurodivergent people and people with chronic illness you need to do more than say it. You need to show it.

Take steps to make your call out clear, informative and equitable. Provide information in different formats and be receptive and approachable when asked questions about your recruitment process or the role.

2. Be Considerate

Consider your applicants at all stages of the recruitment. What could make the process better?

Easier to Read, BSL, FAQ's, asking applicants if they have access requirements, interview welcome packs and creating detailed induction packs are just some of the ways to do this.

If you have been made aware of any access requirements or an applicant shares an access rider, take time to absorb this and adjust accordingly when planning interviews and staff inductions.

3. Be Generous

Be generous with your time, your budget and your heart.

To make your recruitment more accessible you will need to invest time and resources into doing so.

Applicants are being generous with their time. Be generous with yours in return and during the process give feedback if requested, respond to questions and acknowledge receipt of applications.

Be open to learning and challenging your own and others' perceptions around disability and intersectionality, and actively listen to your applicants and new employees.

4. Be Flexible

Things don't always go to plan or happen as we imagine.

During your recruitment process, if timescales go awry, you receive a poor response, your interview candidate is unable to make the time slot, or your interview location is unsuitable, then, stop.

If something isn't right don't continue regardless because that's what the schedule says or because that's how things are usually done.

Take time to re-evaluate and to adjust.

5. Be an Ally

Educate yourself and your team about the challenges and barriers that people with disabilities experience daily. Learn more about language and avoid using ableist words and listen to the disabled members of your team and learn from them.

Don't make assumptions. Not all disabilities are visible and

not everyone's experiences or opinions are the same. If you are unsure about something, ask.

Continue your work from the recruitment process into your daily work, respecting and adhering to any access requirements that have been shared with you as well as continuing to champion accessibility in your work and your workplace.

Speak up if you hear or see discriminatory behaviour.