**Step by step FAQs through the recruitment process**

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| **Topics** | **Questions** | **Recommendations** |
| 1. Attraction | * Are the websites you are using accessible? * Have you engaged with employment placement agencies for disabled people? | * Run an accessibility check on the website you use * Look at sites such as http://www.possibility.net.nz/. * Engage with employment placement agencies for disabled people such as Workbridge or supported employment agencies (link). |
| 2. Job descriptions | * How do you prepare your job descriptions? Do you ask your manager to pin point the outcomes rather than the skills. i.e. do they really need a clean driving licence or do they need to get from one site to another in a timely fashion? | * Look at alternative skills for a role. * Widen what a line manager asks for and explain to him/her why you are doing this. * Look at complimentary skills, particularly on those hard to fill roles. |
| 3. Applications | * How do candidates apply for your vacancies? * Have you set the essential skills too high, or not high enough? * Have you put a time limit on the application? * Do you have spell check in the free text boxes? * Have you provided a contact number and email address for candidates who are struggling with the application? | * If your system is all on line you should provide telephone support to ensure the application is process barrier free. * Setting the essential skills low to attract more people doesn’t work as you end up rejecting them and alienating them. * A time limit could be challenging for individuals with impairments like RSI or dyslexia. * If you use spell check in the office you must have it on the application form or this could be seen as discriminating. |
| 4. Interviews | * What is your interview process? * How flexible can you be without compromising your processes? * Do you always ask if adjustments are needed? * Do you know who you need to go to to get the adjustments in place? * Would you know what is reasonable? | * Ensure all outgoing communications talk about reasonable adjustments. * Have a note, in each business area of who the “go to “ person is in each business area, for adjustments * Have a process set up whereby adjustments at a certain level can be implemented without referral to a manger and clear guidelines on how to escalate. * A member recently had a visually impaired candidate and wanted to put in adjustments; completely forgot to ask if they used a guide dog; a bowl of water and a place for the dog to walk was the only adjustment needed. |
| 5. Tests and Assessments | * What test and assessment do your candidates have to undertake as part of the recruitment process? * Are you sure the assessments are accessible? * Are the tests necessary and accessible? * Are your assessors trained to be disability-smart? | * Ensure that your tests fit the job and determine whether they are necessary. * Ask existing disabled staff to test them for accessibility |
| 6. Offering the job | * What information do you send when offering a job? * Can you send in alternative formats? * If you can use alternative formats do you know how to organize this? * Have you added a clause to your contracts around assistive technology? | * Define a process that you go through when someone has told you about a disability. * If they need assistive technology can it be used with your current IT? * Have a process that means IT is included in the process to check if the technology is compatible * Ensure you have trained your line managers to know how to manage people with disability. |
| 7. Induction | * What processes do you have to ensure that your disabled employee can get up and working as soon as possible on site? * Do you know about Job Support and other funds which Work and Income can provide to pay for the costs of adjustments? * Has a PEEP (Personal Emergency Evacuation Plan) been developed? * Is the work space tailored for their needs? | * Any reasonable accommodations are agreed on. * When appropriate, Job Support has been applied for. * Disability responsiveness training is provided to the person’s colleagues. * Facility orientation has been provided to people who are blind or visually impaired. * Check the induction is accessible and know who your “go to” person is for this. * If the person has a mobility impairment is their work station near toilet facilities? * Have you considered how someone in a wheelchair for example, would get through doors where they use a swipe card? |