**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).

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| 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.
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| 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.
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| 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.
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| 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
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| 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.
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| 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?
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