Recruitment of People with intellectual Disability

Introduction

When you employ a person with an intellectual disability, it can be difficult to connect with the right people.

There are tips to make it easier, including:

1. Develop a plain English Position Description

Make sure that people have clear information in the position description.
This explains what is expected in the role. See here for an <u>example</u>

2. Clearly invite people with intellectual disability to apply for roles

This may include reaching out through your networks.

Use clear and inviting wording in advertisements and position descriptions.

Read about targeted recruitment at the <u>JobAccess website</u>

3. Give people information about workplace adjustments that people can have during the recruitment process

Ask people what support they need before the interview and be clear that you are open to making changes that are needed. This may include:

- giving people information in <u>plain English</u> or <u>easy English</u>

- giving people the opportunity to have a support person present

- providing an interpreter or information in large print

- having an informal one-to-one conversation or having the interview

  on the phone or videoconference.

See here for more information about <u>workplace adjustments.</u>

❝…just make the process as easy as possible for someone who might have never even had a job interview before because they've been too scared to apply because no-one is going to employ them 'cos they've got a disability. ❞

4. Give people the interview questions before the interview

One way to ease some of the anxiety of the interview process is to provide
as much information as possible to applicants about what will happen.
Providing the interview questions in advance gives people time to prepare.

Other useful information you can give people includes:

- who will be on the interview panel
- how long the interview will take
- what the person should do when they arrive for their interview.

See here for an example: Information about the interview

If the interview will be online, offer the person a chance to test the technology before it.

5. Include people with disability in the recruitment process

If you already employ people with disability in your organisation,
you may consider including people on the interview panel.

6. If you are thinking about using a Disability Employment Service to find and employ people with disabilities:

- Choose an employment service that has a good track record working with people with intellectual disability
- Make contact with them before employing a person. They can refer applicants and support them during the recruitment process
- Find out about access to wage subsidies at the Job Access website

For more information

- Watch Episode 2 of VALID's Let's Work web series
- Read pages 14-19 in the VALID Employment Project consultation report
- Visit the Everyone Can Work website

www.valid.org.au