EMPLOYABLE



The Pathway to Accessible Recruitment

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It is important to have an accessible and inclusive recruitment process to attract a diverse range of candidates to your organisation. This pathway outlines the steps you can take to create a recruitment process that is more accessible and inclusive towards diverse candidates, such as LGBTI+ people with disability.

STEP 1. UNDERSTAND YOUR RESPONSIBILITIES AS AN EMPLOYER:

Before you start the pathway towards accessible and inclusive recruitment, you should understand what your responsibilities are to diverse candidates and employees as an employer.

The Disability Discrimination Act (1992) is the federal legislation which provides people with legal protection from discrimination based on their disability. The Discrimination Act (1992) outlines what constitutes as discrimination against people with disability within the context of employment. This includes refusing to hire or promote someone because they have disability; making ableist comments or statements; and refusing to accommodate reasonable adjustments. As an employer, you should familiarise yourself with this document and take all reasonable steps to ensure that people with disability are not discriminated against within your organisation.



Before you start the pathway towards accessible and inclusive recruitment, you should understand what your responsibilities are to diverse candidates and employees as an employer.

The Sex Discrimination Act (1984) is the federal legislation which provides people with legal protection from discrimination based on their sexual orientation, gender identity, or intersex status. The Sex Discrimination Act (1984) outlines what constitutes as discrimination against LGBTI+ people within the context of employment. This includes refusing to hire or promote someone based on their sexuality, gender identity, or intersex status; making homophobic or transphobic comments or statements; and refusing to use the correct name and pronouns of employees. As an employer, you should familiarise yourself with this document and take all reasonable steps to ensure that people with are not discriminated against on the basis of their sexuality, gender identity, or intersex status within your organisation.

For more information about your responsibilities are to candidates and employees with disability as an employer, see the Australian Network on Disability's **Guide to Employer Responsibility**.

For more information about your responsibilities are to candidates and employees who are LGBTI+, see the Australian Human Rights Commission's **Sexual Orientation, Gender Identity and Intersex Status Discrimination Factsheet**.

"Something employers need to look at is are they currently employing people LGBT people with disability? If the answer is no, you turn that question around and say, "why aren't you employing people?" So instead of putting, the responsibility on us to prove our worth, why is the employer or the organisation not including us? We need to ask what excuses do they have and then challenge those. We constantly are a double minority; we're constantly having to prove our worth and prove to people why they should hire us instead of an able-bodied cis-het person."

STEP 2. DISABILITY AWARENESS AND INCLUSION TRAINING:

The path to accessible and inclusive recruitment starts with awareness and inclusion training. All staff members should undergo disability awareness and inclusion training upon being inducted to your organisation. It is especially important that HR staff and hiring managers have undergone disability awareness and inclusion training to reduce the risk of unconscious bias influencing the decision-making process during interviews. HR staff and hiring managers should also engage with other types of awareness training such as LGBTI+ awareness and inclusion training.

For more information about finding suitable disability awareness training for your organisation, see our **'Training as a Tool for LGBTI+ and Disability Inclusion Guide'.**



The path to accessible and inclusive recruitment starts with awareness and inclusion training.

STEP 3. CREATE AN ACCESSIBLE JOB ADVERTISEMENT:

To establish a recruitment process that is accessible and inclusive, it is important that people with disability can read and engage with any job advertisements that your organisation posts. If your organisation's job advertisements are not formatted for accessibility, you will risk not attracting candidates with disability who may be suitable for that role. Before you post a job advertisement, you should check that it is written in Plain English and is formatted in a way that is compatible with screen-readers and screen-magnifiers. It is also important that you explicitly encourage people with diverse lived experiences, such as LGBTI+ people with disability, to apply for your role so that they feel welcomed by your organisation.

For assistance with creating a job advertisement that is accessible for people with disability, see our **'Accessible Job Advertisement Guide'.**



"For someone that has autism and ADHD there is a lot of stuff that puts you off applying for a job, like when you look at a job description and it's just a wall of text. I just freak out, I can't even fathom reading through all of it. I get really overwhelmed and I get really anxious and I end up not applying. Applying for jobs is really stressful because of my autism and the way that my brain works."

STEP 4. ADVERTISE THE POSITION WIDELY:

Share your job advertisement across multiple channels to attract a diverse range of candidates. It is important that positions are advertised publicly to avoid nepotic hiring practices and to give people who are from diverse groups the opportunity to apply. Consider reaching out to diverse groups such as LGBTI+ community groups and disability community groups to advertise through these channels. Disability Employment Services (DES) are a channel you can use to attract candidates with disability to apply for your positions. DES providers can share your job advertisements with people with disability and help match candidates within their client base to your vacancies.

For more information about working with a DES provider to encourage diverse candidates to apply for your positions, see our **'Engaging with Disability Employment Services Guide'**.



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STEP 5. BE OPEN-MINDED WHEN REVIEWING JOB APPLICATIONS:

Diverse candidates, such as LGBTI+ people with disability, may not always seem like the most attractive choice when compared to other candidates. Due to their diverse lived experiences, candidates may have employment gaps in their resume or may be unable to produce conventional employer references. These differences from mainstream candidates, however, do not discount the skills, talents, and expertise that diverse candidates can bring to your organisation. Rather, diverse candidates often bring unique insights and knowledge that other candidates do not have. Diverse candidates are often resilient, creative and loyal employees as they have developed these traits to overcome various challenges throughout their lives. Therefore, it is important to be open-minded towards diverse applicants who apply for positions with your organisation and consider the skills and knowledge from their lived experiences they can bring to your organisation.



"As a queer and disabled person, I don't want to be seen as a liability. I want being queer and disabled to be seen as strengths, and for employers to invest in me on a longer term. But even in the shorter term, I've still got that value to provide the support and inside experience that most people don't have."

STEP 6. ASK ABOUT ACCESS REQUIREMENTS:

Ask every candidate you interview if they have any access requirements prior to the interview. You can initiate this conversation by sending the candidate a list of access requirements your organisation can facilitate and request that they inform you if they have access requirements or adjustments that are not listed. Any access requirement a candidate requests should be met to ensure that they have a fair chance of showcasing their skills, knowledge, and expertise. It is important to recognise that providing someone with their access requirements is not giving them an unfair advantage over other candidates, especially when all candidates are initially offered the same support.

For assistance with initiating a conversation with a candidate about their access requirements, see our **'Access and Adjustment Request Form'**.

For more information about facilitating the access requirements of candidates and employees, see our **'Index of Access Requirements'**.

"I would say that across the board, across the world, that when anyone offers reasonable adjustments, that they add the words, "we are aware that when you require a reasonable adjustment, that we're simply levelling the playing field in this interview, in the work environment. All of this is not providing you with an advantage over other candidates or an advantage over other workers. It's just levelling the playing field." Because I think saying that is a lot more powerful to the person that you're in conversation with, than saying, 'reasonable adjustments'."

STEP 7. RECONSIDER UNNECESSARY TESTS AND EXPLORE ALTERNATIVE MEASURES OF CANDIDATE SUITABILITY:

Some interview testing methods, such as psychometric testing or group work assessments, can be inaccessible for people with disability. These types of interview testing methods may not allow people with disability to effectively showcase their skills, knowledge, and expertise, and may unfairly disadvantage them when competing with candidates without disability. When conducting an interview, consider if it is necessary for candidates to undertake testing, or if it is possible to assess a candidate's suitability in a more accessible way. If the interview does require taking an in-interview test, ensure that all candidates are notified about this prior to the interview so that you can ask them about their access requirements and make any necessary adjustments.

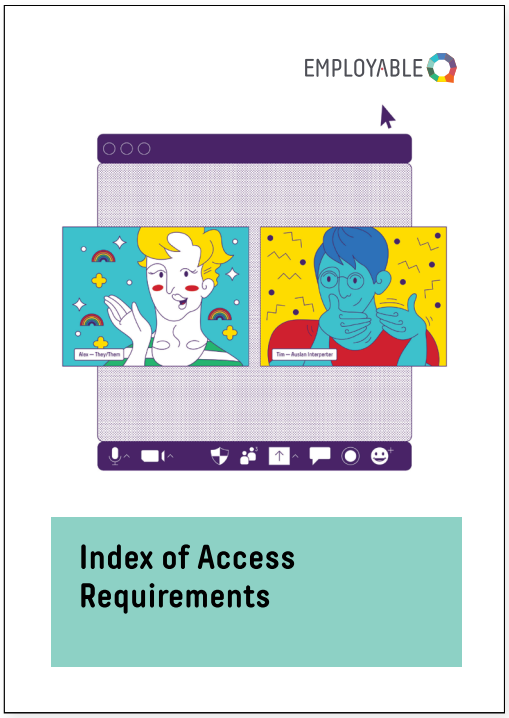
"When you go to the interview, there would be like a full table of people and then they'd divide you into groups of say four. And then they give you questions about problem-solving in a group situation. Say someone has a louder personality and you're just sitting there quiet. It makes it hard because you're with other people who will be able to do the questions, and if they knew you had a disability, maybe they could do something differently."

STEP 8. CONDUCT A FAIR AND NON-DISCRIMINATORY INTERVIEW:

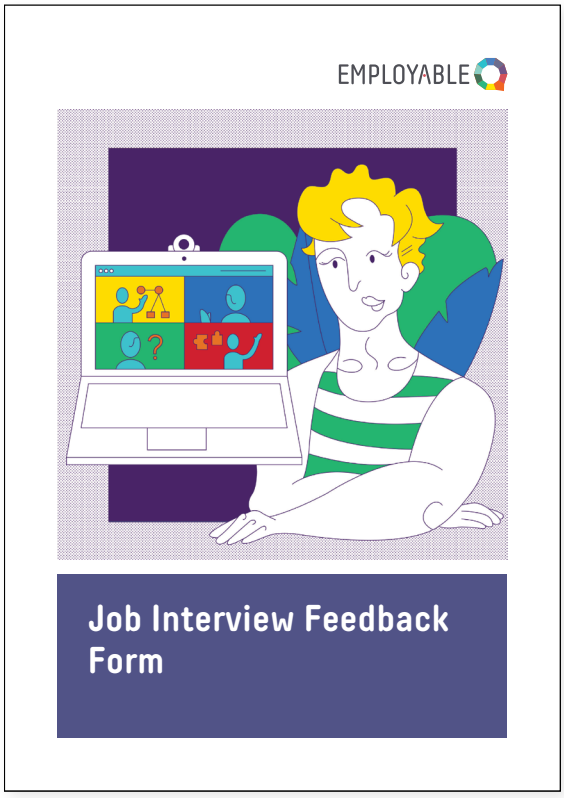
When interviewing a candidate with disability, do not make assumptions about their capacity or how they will fit into your workplace culture because they have disability. Ask candidates with disability the same questions you would ask any other candidate. Not all people with disability will have access requirements or will need additional support. Even if a candidate does have access requirements, it is often not difficult or expensive to make the right adjustments to support an employee with disability. Whilst you can ask candidates about their access requirements and what support they may need in the workplace, you cannot ask a candidate about their disability or pressure them to disclose information about their health. Additionally, it is inappropriate to ask candidates with disability about what funding that is available to you to support them in the workplace. It is your responsibility as the employer to be aware of what funding supports are available.

For more information about interviewing candidates with disability, see the Australian Network on Disability's **Guide to Interviewing People with Disability**.

For more information about facilitating the access requirements of candidates and employees, see our '**Index of Access Requirements**'.



When interviewing a candidate with disability, do not make assumptions about their capacity or how they will fit into your workplace culture because they have disability.



After conducting an interview, offer the candidate an opportunity to provide feedback to your organisation about the interview process.

STEP 9. COLLECT FEEDBACK AND PROVIDE FEEDBACK:

After conducting an interview, offer the candidate an opportunity to provide feedback to your organisation about the interview process. Ask candidates to provide feedback around the accessibility of the interview and the attitudes of the interviewer(s). Your organisation can use this feedback to improve your job interview process so that it can become more accessible, fairer, and non-discriminatory. Additionally, after conducting an interview, make sure that any feedback about the candidate is recorded so that it is available if requested. Your feedback can help candidates improve their future interview performance.

For assistance with collecting feedback from candidates about their interview, see our **'Job Interview Feedback Form'**.

STEP 10. REVIEW AND REFLECT:

It is important to periodically review how accessible and inclusive your organisation's recruitment processes are. The feedback you receive from candidates who have undergone interviews with your organisation (see step 9) may identify some barriers towards accessibility and inclusivity that your organisation should respond to. It is important that your organisation addresses any barriers towards accessibility and inclusivity in a timely manner. To help your organisation to further identify any barriers, consider the following reflective questions:

1. What steps is your organisation already taking to establish an accessible and inclusive recruitment process?

2. What awareness and inclusion training does your organisation provide to its employees?

3. What awareness and inclusion training does your organisation plan to provide to its employees in the future?

4. How can your organisation make its job advertisements accessible and inclusive of LGBTI+ people with disability?

5. What feedback has your organisation received about the accessibility and inclusivity of your recruitment process?

6. What are some actions your organisation will take within the next six months to promote accessibility and inclusivity within its recruitment process?