10 TIPS
for Inclusive
Recruitment

Inclusive recruitment ensures that all qualified candidates, including those with disabilities, have equal opportunity to apply, interview, and be considered for roles.

It removes barriers in the hiring process and promotes diversity in the workplace. These tips will help you attract a wider talent pool, foster a more inclusive workplace culture and, ultimately, build stronger, more innovative teams.

1. Talent comes in all packages

Any role can be performed by a person with disability - it's about matching skills to the job, not focusing on limitations. Think outside the box when it comes to who can do the job as role responsibilities could be achieved in a number of different ways:

- Consider all candidates based on their abilities and potential.
- Be open to workplace adjustments that enable performance.

2. Adjust your thinking

Offering adjustments throughout the recruitment process shows you're committed to equal opportunity:

- Ask all candidates if they require adjustments at each stage.
- Be prepared to provide various types of adjustments promptly.

3. First impressions count

Start as you mean to go on. Create accessible and inclusive environments in the places you know candidates will first get to know your brand:

- Use welcoming language on your website, job ads, and position descriptions.
- Explicitly state your commitment to diversity and inclusion and promote your flexible working practices.

4. Build confidence, break barriers

Equip your hiring team with the skills they need to support all candidates:

- Provide disability confidence training to hiring managers and recruiters.
- Ensure they understand legal obligations and best practices.

5. Focus on the essentials

Concentrate on what really matters for job success:

- Clearly define the essential requirements of each role.
- Focus on outcomes candidates need to achieve, not how they'll complete tasks.

6. Designate an Inclusion Champion

Having a go-to person for accessibility concerns can streamline the process:

- Appoint a recruitment team member to support with adjustments and processes.
- Ensure this person is well-trained and easily contactable.

7. Test the waters

An inaccessible application process can deter great candidates before they even apply. Engage your Disability Employee Network to help ensure accessibility:

- Regularly test your careers pages and application process for accessibility.
- Seek feedback from users with various accessibility needs right through design to implementation.

8. Keep the lines open

Clear communication channels are crucial for an accessible recruitment process:

- Provide both phone and email contact options for candidates.
- Ensure channels are monitored by trained staff. Offer regular resources and training to keep teams up-to-date and aware of their responsibilities.

9. Ask the right questions

Your interview questions can make or break the inclusivity of your process:

- Use behavioural questions that focus on skills and outcomes.
- Avoid potentially discriminatory questions in interviews and through the screening process.

10. Remember the golden rules

Keep these guiding principles in mind throughout the recruitment process:

- Always ask the person about their needs.
- Never make assumptions about a person's abilities or limitations.
- Recognise that everyone's experience of disability is unique.

Embracing inclusive recruiting practices not only ensures compliance with equal opportunity laws but also enriches your workplace with diverse perspectives and talents. Get in touch to learn more about how you can make your recruitment process more inclusive and accessible.