



## **BARRIER - FREE RECRUITMENT CHECKLIST**

### **DOCUMENTATION**

- The job has been advertised widely and in the right places to attract the best field
- The ad reflects the inherent requirements of the job? Am I clear about what the person in this position will really be required to do
- The characteristics that I am looking for in applicants are relevant to the inherent requirements. I understand what the real skill set, qualifications (if any), and level of competence that I need the person in this position to have. I can I justify this to an external agency like HREOC if I have to
- The selection documentation is available in different formats
- The selection criteria focus on what is really needed for the position and can be justified in terms of its inherent requirements

### **ASSESSING APPLICANTS**

- I am confident that I've only shortlisted out applicants with disability where they're not competitive on merit, taking reasonable adjustment into account
- I have asked all applicants if they require any adjustments for the interview
- I have discussed with any applicant who has disclosed a disability whether they need any adjustments to the way in which we're conducting our process
- I have given their requests (if any) proper consideration and sought advice from other sources as appropriate
- I have asked all candidates similar questions about their ability to meet the inherent requirements of the role
- I have taken care to ensure that when assessing the claims of people with disability I've only taken into account those matters relevant to merit, and have not been affected by their disability

### **I HAVE THOUGHT THROUGH ACCESSIBILITY ISSUES FOR THE INTERVIEW OR OTHER FORMS OF SELECTION TESTING, E.G.:**

- Where the nearest parking for people with disability is located
- There is a ramp or step-free entrance to the building or if not, I have made suitable other arrangements for people to get in
- Where the nearest wheelchair accessible toilets are located
- There are security doors to get through and I have made arrangements for people with mobility restrictions
- There is an accessible lift if the interview is not on the ground floor
- There is a telephone in the entrance that is accessible to people with disability
- The external signage on the building is clear to people with limited vision
- The internal signage is also clear, or have you made arrangements to escort visitors
- Interview and/or assessment rooms are suitable for people with vision impairments or movement restrictions, including wheelchair access

**I HAVE CONSIDERED THE KINDS OF ADJUSTMENTS THAT I MIGHT NEED TO MAKE TO SELECTION PROCESSES, E.G:**

- I have got computer hardware and software that all the applicants can use
- My timeframes are flexible to allow people with disability more time where that is reasonable
- I have checked with all the applicants about whether they need any particular form of adjustment
- Where I know the nature of a person's disability, even if they haven't indicated that they need any form of adjustment, I have considered the kinds of adjustments that I could make anyway

**MAKING THE DECISION**

- I have got the right person
- I have looked carefully at the claims of all the applicants and considered those claims in context
- I have given the right weight to non-work experience
- I am sure that I could justify my decision to anyone who asks me about it

**MAKING THE JOB OFFER**

- On offering a job to the preferred applicant who has declared a disability, I have asked them further about the adjustments they require and assessed if these adjustments should be put in place prior to commencement or on commencement of their new job
- Regardless of whether or not the disability is visible, I have asked whether the new staff member is comfortable for me to speak to their colleagues prior to them starting or do they want to speak to them? In certain circumstances, it may be appropriate for some colleagues to be aware of the disability if changes to their working arrangements are necessary to accommodate the new staff member or in order to be able to respond appropriately in cases of emergency

**PRIOR TO COMMENCEMENT**

- I have offered my new staff member the opportunity to visit their new workplace before their first day. This can help people with conditions that affect their social interaction, such as anxiety disorders, or whose confidence has been affected by a long time out of the workforce
- If necessary, I have arranged the necessary adjustments to be in place when the new staff member commences their employment and DOI aware of the software and hardware (if necessary) that the person will be using
- If agreed, I have consulted with my other staff about the new staff member coming on board and any adjustments that will be made
- My staff have been trained or are booked in to do the training in discrimination and disability awareness

## **THE FIRST DAY**

- I have discussed the job with my new employee and any further reasonable adjustments they might require that are not already in place
- I have reviewed any reasonable adjustments that have already been agreed on, and any equipment I am waiting for and discussed this with my new employee
- I have asked the new employee to record how the reasonable adjustments are working
- I have set regular dates to review all reasonable adjustments
- I have asked my new employee to come and talk with me if they are having issues with their work or their colleagues?
- I have asked my new employee if they want to discuss their disability with their colleagues
- If advised, all colleagues are aware of my new employee's disability in relation to any reasonable adjustments that have been put in place and any accommodations that might need to make

## **RESOURCES AVAILABLE**

- I know where to go to find out information about managing disability in the workplace
- I know what training is available in relation to Disability Confidence
- I know who to contact if I require further assistance or advice about my new staff member who has a disability