



Disability Access and Inclusion

Recruitment and Onboarding Checklist

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Checklist

Recruitment and Onboarding

The recruitment and onboarding process has a significant impact on the attraction and retention of people with disability, and reasonable adjustments during the recruitment phase ensures that all applicants have a fair chance to demonstrate that they have the skills for the required position.

Recruitment

Job Description

Use concise and inclusive language

Be specific and break down the task required

Consider what is essential versus desirable

Focus on skills, qualifications and what needs to be achieved, rather than how it is to be achieved (i.e. is a driver's license required or is it the ability to move between sites?)

Consider attitude and motivation, in addition to experience

Avoid asking for personal qualities that aren't easily demonstrated

Consider targeting particular vacancies for people with disability or a 'guaranteed interview' approach for candidates with disability

Advertise

Actively encourage job applications from people with disability

Consider partnering with a disability employment service provider

Ensure advertisement are available in accessible formats (e.g. large font and screen reader compatible) and descriptions include information about the accessibility of your facilities, working spaces, and flexible working arrangements

Include accessible contact method

Interview Process

Outline the recruitment process to the candidate so that they may assess if they requirement support or adjustment at any stage

Tell candidates in advance about any job related medical or physical requirements

Consider alternative ways of assessing the suitability of candidates, for example:

- transferable skills flexible assessment
- alternative interview or testing formats

Train interviewers on disability etiquette and unconscious bias

Ask job related questions that focus on skills and qualifications

Consider your Questions when it comes to ability:

Discriminatory Questions (Avoid)

How did you acquire your disability?

How will it affect your ability to do this job?

Appropriate Questions

How would you go about the tasks involved in this job?

Will you need any changes or adjustments to the workplace to perform the job?

Do you know the type/s of workplace adjustment you require?

Is there any other information you feel we should consider in reviewing your workplace adjustment request?

Selection Process

Evaluate candidates based on their qualifications and how they meet the job requirements.

Avoid making assumptions about a candidate's ability based on their disability

Successful and Unsuccessful Candidates

Successful

Ensure the candidate understands the workplace agreement or contract

Give candidates the appropriate amount of time to consider the offer

Confirm accessibility requirements (if needed)

Clearly communicate the onboarding process

Unsuccessful

Be honest, constructive and positive when communicating

Take time to provide helpful feedback and identify areas for improvement

Onboarding

Preboarding

- Implement accessibility requirements prior to the commencement of the employee
- Establish a concise procedure to request workplace modifications, aids or assistive technology
- Ensure IT support has knowledge of accessible technology
- Review and if required, update, induction training to ensure that it is fair and equitable

Induction

- Include all the regular aspects of induction: role clarification, operating hours, workplace health and safety and orientation
- Consider assigning a dedicated buddy
- Establish a regular check in with the new employee to provide support and collect feedback