



Office for Disability

Inclusive Recruitment and Retention Practices

It is important to provide all applicants and staff with equal opportunities in gaining employment, promotion, training and development.

Key areas when recruiting and retaining people with a disability include:

- position descriptions and essential requirements of the job
- advertising vacancies
- the interview
- the job offer
- reasonable adjustment
- staff training and development
- mentoring
- career planning.

Position descriptions and essential requirements of the job

The **Disability Discrimination Act 1992** (Commonwealth) uses the term 'inherent requirements' in relation to employment. This means the essential, reasonable and genuine attributes of the role, or in other words, the tasks that must be carried out in order to get the job done.

When developing a position description it is important to consider then what is to be achieved in the job rather than how it is to be achieved. Instead of requiring a 'minimum typing speed', for example, the requirement could be to 'produce quality printed documents'. Instead of 'must have a driver's licence', consider 'must make site visits'. This will allow the applicant to demonstrate how they can complete the inherent requirements of the job.

Indicating that the organisation is an inclusive employer can be made by stating in the position description that it is an equal employment opportunity (EEO) organisation, has an

EEO policy and puts in place inclusive and flexible recruitment and retention practices. Applicants will also be encouraged to apply when seeing a statement welcoming diversity.

For more information, see the JobAccess fact sheet: 'Job description and design'.

http://jobaccess.gov.au/Employers/Recruiting_new_staff/The_recruitment_process/Pages/Job_description_and_desig.aspx

Advertising vacancies

The right person for the job could be a person with a disability. The following JobAccess guide provides information on some of the things to consider when advertising a position to ensure that applicants with the right skills are encouraged to apply.

'Advertising the job'

http://jobaccess.gov.au/Employers/Recruiting_new_staff/The_recruitment_process/Pages/Advertising_the_job.aspx

The interview

When inviting an applicant to an interview, ask them if they need any adjustment or have any requirements, including access to enable a fair and equitable interview. Any testing for the selection process is only to be used for assessing the applicant's capacity to effectively perform the essential requirements of the role.

The following JobAccess guide provides information about appropriate interview questions and protocols.

'How to interview a person with disability'

http://jobaccess.gov.au/Employers/Recruiting_new_staff/The_recruitment_process/Pages/How_to_interview_a_person.aspx

The job offer

Making the offer of a job to a person with a disability is the same as for anyone else. There is just the added point of whether modifications or adjustments are needed to the workplace.

The following JobAccess guide provides information about this step in the recruitment phase.

'Offering someone a job'

http://jobaccess.gov.au/Employers/Recruiting_new_staff/The_recruitment_process/Pages/Offering_someone_a_job.aspx

Reasonable adjustment

A reasonable adjustment or workplace modification is a change made to enable a person with a disability to effectively perform their job.

The Office for Disability fact sheet 'Reasonable Adjustment' provides information and examples of this inclusive workplace practice.

www.officefordisability.vic.gov.au

Staff training and development

Employees with a disability should be given the same opportunities for training and development as other employees.

The following JobAccess guide provides information about this component of employee retention.

'Staff training and development'

http://jobaccess.gov.au/Employers/Supporting_and_retaining_staff/Staff_training_and_development/Pages/home.aspx

Mentoring

Providing mentoring relationships within the organisation will support and encourage people with a disability to maximise their personal and professional potential.

The following JobAccess guide provides information about this component of employee retention.

'Mentoring'

http://jobaccess.gov.au/Employers/Supporting_and_retaining_staff/Mentoring/Pages/home.aspx

Career planning

Career planning is a strategy to retain good staff.

The following JobAccess guide provides information about this component of employee retention.

'Career Planning'

http://jobaccess.gov.au/Employers/Supporting_and_retaining_staff/Career_planning/Pages/home.aspx

Further information

JobAccess, an initiative of the Australian Government, is an information and advice service and website. It offers help and workplace solutions for people with a disability and their employers.

See also: Office for Disability fact sheet: 'Inclusive and flexible workplaces'

www.officefordisability.vic.gov.au

If you would like to receive this document in an accessible format, contact the Office for Disability:

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