



How to do Accessible, Inclusive Recruitment

Teresa Loftus and Lizi Green

2022

Why is it important to get this right?

You risk excluding a **diverse talent pool** of expertise

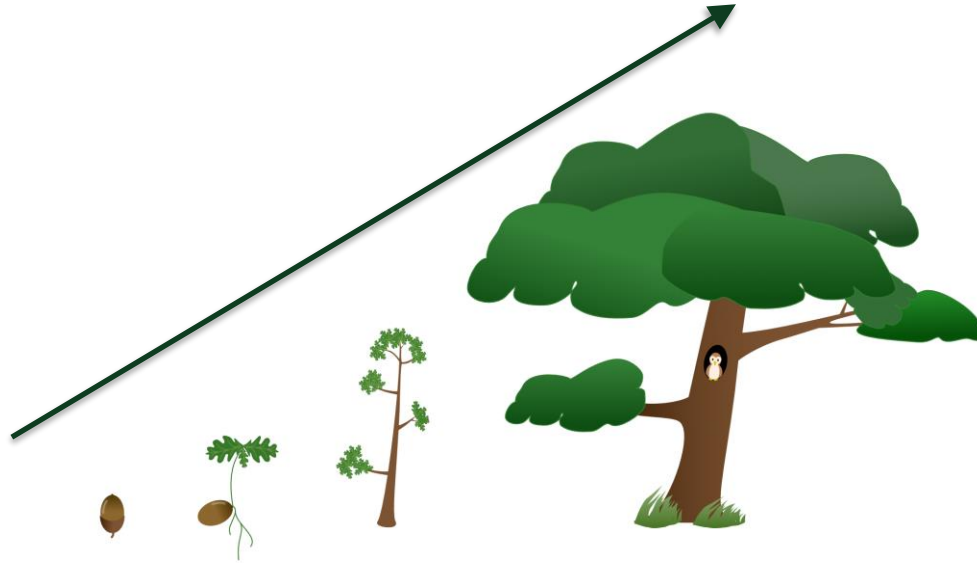
Ready, willing and able to work

Less likely to employ a disabled person!

Accessible recruitment process





Felt the employer didn't take them seriously due to their disability

How do I know what I need to do to improve?



Take time to develop and need input from and evolution in thinking of employers and employees

Recruitment

Gap Grid	Level 1	Level 2	Level 3	Level 4
<p>Where are you now?</p>	 <p>Acorn</p>	 <p>Seedling</p>	 <p>Sapling</p>	 <p>Tree</p>
<p>Our recruitment approach is....</p>	<p>One size fits all approach. We haven't considered accessibility or disability inclusion.</p>	<p>We invite people to disclose a disability or other characteristic and tell us if they have support needs for the interview.</p>	<p>We proactively welcome applications from disabled candidates and communicate interview adjustments available upon disclosure of need. We may have alternative hiring programmes that are targeted to certain audiences and proactively advertised as such.</p>	<p>We offer flexibility and support with application and interview process to everyone and proactively invite candidates to tell us about anything additional that could help them perform at their best. We offer a range of methods to apply for roles.</p>

Accessibility and inclusion – definitions

Accessibility:

The ability to carry out a task without barriers



Inclusion:

To be welcomed and treated fairly and equitably



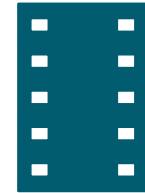
Job advert and application process- accessibility



Ensure job advert,
website and application
process are accessible



Normalise asking for
help



Provide alternative
formats

Job advert and application process - inclusivity



Use inclusive language



Welcome disabled candidates



Avoid potentially discriminatory criteria

CV sifting – removing bias



Remove
irrelevant
information



Anonymise
manually or
automatically



Review the
scoring

CV sifting - avoid sifting out diverse candidates



Flexible scoring
process



Spiky profiles



Avoid notion of
'over qualified'

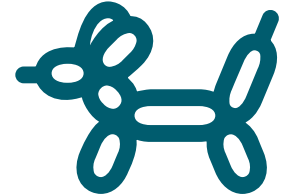
Interview - accessibility



Consider physical/
environmental
barriers



Impact of travel



Interview Activities

Interview – fair and equitable process



Accessible



Inclusive



Fair

Don't forget: Inclusive accessible onboarding – why?

- Survey by Urbanbound found that
 - As much as 20% of turnover happens in first 45 days of employment
- Research by Glassdoor found that organizations with a strong onboarding process
 - **improve new hire retention by 82 percent**
 - **and productivity by over 70 percent.**

Session Summary

- Thinking about accessibility and inclusive practices will avoid eliminating good candidates for the wrong reasons and help you build a diverse and strong performing team.
- Designing a process that is accessible by design is better than using a case by case reasonable adjustment process



AbilityNet Online Training Series

- [Removing visual barriers – Lived experience digital disability awareness training](#)
- [Removing hearing barriers – Lived experience digital disability awareness training](#)
- [Removing physical barriers – Lived experience digital disability awareness training](#)
- [Removing neurodiversity barriers – Lived experience digital disability awareness training](#)
- [Removing mental health barriers – Lived experience digital disability awareness training](#)
- [How to do Accessible, Inclusive Onboarding](#)
- [How to use assistive technology at work, in education and at home](#)
- [How to run accessible, inclusive meetings and events on Zoom, Microsoft Teams and more](#)
- [How to develop accessible, inclusive collaboration and teamwork](#)
- [How to develop inclusive, accessible career progression practices](#)

10% off any future AbilityNet online training courses this year with discount code AbilityNetTraining10
abilitynet.org.uk/training

Training bundle offer, purchase 10 seats for the price of 8

Useful links and resources

- Accessible communication formats - GOV.UK (www.gov.uk)
- Access to Work - <https://www.gov.uk/access-to-work>
- Disability Rights Commission, www.drc-gb.org
- AbilityNet Blogs: <https://abilitynet.org.uk/news-blogs/>
- AbilityNet Factsheets: <https://abilitynet.org.uk/free-resources/abilitynet-factsheets>
- AbilityNet My Computer My Way: <https://mcmw.abilitynet.org.uk/>
- AbilityNet Training: <https://abilitynet.org.uk/training/>
- Disability Confident: <https://disabilityconfident.campaign.gov.uk/>
- Hemmingway App: <https://hemingwayapp.com/>
- Katmatfield Gender Decoder - <http://gender-decoder.katmatfield.com/>
- Recite Me: https://reciteme.com/uploads/articles/accessible_fonts_guide.pdf