

# Accessible Interviewing



## Outcome:

Interviews are accessible and inclusive

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p><b>Workplace (reasonable) adjustments</b> for the interview is asked of all candidates.</p> <p>Please note that some people may not be aware of the term ‘workplace or reasonable adjustments’, therefore you may need to ask what ‘adjustments’ they may need to undertake their job.</p>	<p>Job Access - <a href="#">Workplace reasonable adjustment policy template</a>  <a href="https://bit.ly/2YPIROI">https://bit.ly/2YPIROI</a></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• when offering the interview and in the email confirming interview details, ask candidates if workplace adjustments for the interview are required.</li> <li>• examples include: accessible parking, Auslan interpreter, accessible venue, alternatives like Skype or phone, flexible interview time, assistance or additional time for any pre-questions, support person/advocate to attend.</li> <li>• document any workplace adjustments provided during the interview process</li> <li>• funding may be available through Job Access <a href="#">Employment Assistance Fund</a>  <a href="https://bit.ly/350kOkj">https://bit.ly/350kOkj</a></li> </ul>		



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<p><b>Correspondence</b> with candidates provides opportunities to request workplace adjustments for the interview.</p> <p>For example the email confirming interview details, letter of offer.</p> <p>An email is sent to the candidate with any agreed adjustments for the interview.</p>	<p>Example wording:</p> <ul style="list-style-type: none"> <li>• “[Agency name] is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability.</li> <li>• People with disability will be provided with workplace adjustments in our recruitment processes and in the workplace. To assist us please respond to this email prior to the interview if you need adjustments for the interview and what these are.”</li> </ul>		
<p><b>Interview questions</b> relate only to the inherent requirements of the position and use behavioural style questions to determine skills.</p>	<p>Example: <a href="https://bit.ly/2Gayl8R">Fairwork - Job description template</a>  <a href="https://bit.ly/2Gayl8R">https://bit.ly/2Gayl8R</a></p>		
<p><b>Alternative options to interviews</b> are offered.</p>	<p>Example: <a href="https://bit.ly/3lJcQls">Interviewing applicants with Autism</a>  <a href="https://bit.ly/3lJcQls">https://bit.ly/3lJcQls</a></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• for people with mental illness, intellectual disability and Autism a traditional three membered panel may cause anxiety</li> <li>• initial one-on-one catch-ups, to get to know the individual’s skills and experience can be a more positive beginning point</li> <li>• demonstrating what your agency can offer also assists in the process of building a relationship (e.g. a tour of the workplace).</li> </ul>		

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<p>Candidates are offered <b>alternatives to written tests</b>.</p> <p>Candidates are also offered alternative or flexible options to the way essential information can be presented to a panel.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• some people with disability have better verbal skills than written skills, therefore a verbal presentation is a better way to demonstrate their knowledge, skills and experience base</li> <li>• some people may prefer to submit selection criteria electronically.</li> </ul>		
<p>The applicant is assessed against the <b>work related requirements</b> to determine suitability of the role.</p>	<p>Example:</p> <ul style="list-style-type: none"> <li>• assessment is not made on assumptions or stereotypes of the disability or the workplace adjustments that may need to be made.</li> </ul>		
<p>Candidates are offered a <b>technical skills assessment</b> for tasks related to the inherent requirements of the job to gain clarity of the skills of an individual.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• some people with disability may not have the required qualifications, however do have the skills and often the experience</li> <li>• a technical skills assessment may assist to see the skills of the individual.</li> </ul>		
<p>Practical components of the <b>interview</b> are fully accessible to all applicants.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• for a written component consider the computer and accessories are accessible (including appropriate software for vision impairment)</li> <li>• height-adjustable desk for wheelchair users, additional time if required.</li> <li>• document workplace adjustments made.</li> </ul>		

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<p>All <b>interview panels</b> are diversity aware and prepared with answers for questions from candidates regarding diversity and inclusion in your Agency.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• panel members have undertaken disability awareness training</li> <li>• at least one interview panel member will have diversity background/experience.</li> </ul>		

This project is a NDIS Information, Linkages and Capacity Building (ILC) initiative.



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