

Advertising positions, JDFs, Recruitment Material



Outcome:

Advertised positions, JDFs and recruitment material are inclusive and accessible

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>Screening processes are in place to include rather than exclude candidates.</p> <p>Programs like ‘Recruitability’ are used, where the individual meets the inherent requirements of the position.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • be careful not to automatically exclude candidates with lengthy periods of work absence (this may be due to rehabilitation, hospitalisation etc) • Include an automatic interview process for those who share information regarding disability or mental illness. • Australian Public Sector Recruitability Program https://bit.ly/34WdeHd 		
<p>JDFs and selection criteria are in place to include rather than exclude candidates.</p> <p>Programs like ‘Recruitability’ are used, where the individual meets the inherent requirements of the position.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Fairwork - Job description template https://bit.ly/2YPIROI 		



Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>The selection criteria required to undertake a position only includes the necessary criteria.</p>	<p>Example:</p> <ul style="list-style-type: none"> • a drivers licence requirement can exclude some people with disability • in many instances driving is not a requirement of a position but it is often automatically included in selection criteria • traveling for a position may be met through workplace adjustments • alternative options may include taxi, Uber, support worker, public transport etc • example wording used in the selection criteria if travel is required for the position - “an individual to have independent travel capability”. 		
<p>Only the qualifications that are essential for the role (eg health professional) are listed.</p>	<p>Example wording:</p> <ul style="list-style-type: none"> • include “individual to have equivalent experience”. 		
<p>The focus of the selection criteria is on the inherent requirements (what is to be achieved) rather than how the job done.</p>	<p>Example:</p> <ul style="list-style-type: none"> • qualifications may be met by experience and demonstrated in a portfolio of work or by methods such as online or via video. 		
<p>Selection criteria can be addressed in alternative ways for application submission.</p>	<p>Example:</p> <ul style="list-style-type: none"> • assessment is not made on assumptions or stereotypes of the disability or the workplace adjustments that may need to be made. 		

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>An equity statement welcoming diversity is included in job advertising.</p>	<p>Example wording:</p> <ul style="list-style-type: none"> • ‘Agency name’ is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of Aboriginal Australians, people with disability, youth and other diversity groups. People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace. 		
<p>All positions are advertised through a range of methods.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • disability employment providers <p>Resource</p> <ul style="list-style-type: none"> • NDS Working with Disability Employment Provider Factsheet 		
<p>For all documents, accessible information guidelines have been used and documents are available in alternative formats upon request.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • documents are available in Word format • documents follow the accessible information guidelines to assist to make documents accessible. 		

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>Application form questions are optional and are for the purpose of enquiring whether an individual requires workplace adjustments for the interview.</p> <p>Questions regarding disability are inclusive and not linked to questions regarding health, sickness or compensation claims.</p>	<p>Example questions:</p> <p>‘Agency name’ is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability. People with disability will be provided with workplace adjustments in our recruitment processes and in the workplace. To assist us with this the following questions are optional:</p> <ol style="list-style-type: none"> 1. do you have a disability? 2. if so are there workplace adjustments you require to the workplace to undertake your job? Please state 		
<p>Letter of acceptance includes a statement of who can be contacted prior to job commencement and/ or during employment if workplace adjustment(s) are required.</p> <p>Agencies may also offer an opportunity for someone to tour the building prior to commencing the position to assist in identifying any workplace adjustments required.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • “[Agency name] is committed to building a workplace culture that values diversity and inclusion. We actively promote the employment of people with disability. • People with disability will be provided with workplace adjustments in the workplace. • To assist please let us know prior to commencing the position if you need workplace adjustments and what these are. • If you require workplace adjustment during employment please notify your direct line Manager.” 		

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
<p>Any forms or documents required to be submitted by a candidate can be by alternative formats.</p>	<p>Examples:</p> <ul style="list-style-type: none"> • electronically • assistance by a support worker 		

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



Government of **Western Australia**
Department of **Communities**

