

# Recruiting people with disability

Tips and resources to help modify and adjust the recruitment process to be inclusive of staff with disability.

There are specific actions you can take to create a more inclusive recruitment process that allows people with disability to feel they can apply for a job on a level playing field, without facing barriers and prejudice.

The key actions you can take are:

- design inclusive job advertisements that inclusive language and communication options
- provide more information in the application to help candidates identify adjustments
- update role descriptions to remove unintended barrier by focusing on essential tasks and standards
- customise a job role with a person with disability in mind to utilise their strengths and bring benefits to the agency
- build an inclusive assessment process for all that does not disadvantage nor focus on candidates with disability.

## Disability inclusion manager toolkit

Use our toolkit to find out more about creating an inclusive recruitment and selection process.

[Download a copy of the toolkit](#) →

## Recruitment adjustments

It may be necessary to make a few changes to the assessment process to remove any barriers and enable a person with disability to fully participate.

Some examples of adjustments include:

- discussing the individual's specific needs directly (if appropriate)

- providing a different way to assess the required capabilities to perform the role – for example, asking the candidate to do a scenario-based written assessment instead of a psychometric assessment or interview
- adapting the assessment format, such as allowing the candidate to respond to interview questions in writing
- providing the interview questions to candidates in advance and/or providing more time for assessment tasks
- supporting candidates to use their own laptop or assistive technology, such as screen readers, preferred screen settings, a vision board, or mouse
- checking the interview, time, assessments and room meets individual needs – good lighting, reduced noise, interview seating arrangements
- providing options for an Auslan interpreter and/or their preferred sound amplification devices such as hearing loops

It's important to be aware of potential barriers online assessments.

- Assessments completed within a time limit are less accessible for people who have anxiety, read slowly, have manual dexterity challenges or require frequent rest breaks.
- Online assessments may be incompatible with certain screen reader software.
- People with dyslexia may have difficulty accessing written materials and online assessments.
- A person with neurodiversity, anxiety or a speech or hearing impairment may have difficulty participating in group discussions.
- If there is doubt about the accessibility of an assessment for the candidate, provide an opportunity to preview a version of the material. For online assessments, ask the assessment vendor for a link to a practice test where they can complete some sample items to determine whether the assessment is accessible to them – for example, whether it works with their screen reader software.

**Rule 26 of the Government Sector Employment (General) Rules 2014** allows for the modification of recruitment and selection practices, helping to create inclusive and barrier free experiences.

## Using Rule 26

[Download our fact sheet on using Rule 26 to employ people with disability](#) →