Ask Yourself: Inclusive Recruitment

# Adverts & Job Descriptions

* Are your adverts generic, or appropriately tailored to the role and the level of work?
* Is your language clear and concise? Is it free from jargon?
* Review your person spec. – are you asking for unnecessary/arbitrary experience or qualifications? Why is this?
* Have you consulted on the advert with existing staff?
* Where are you posting your adverts? How are you circulating news about any vacancies?
* Is there flexibility in the role – with hours, location or tasks? Is this clear in your advert?
* Are you a Disability Confident employer? Is the checkmark displayed prominently?

# Applications & Shortlisting

* How are you asking candidates to apply? Is there a way the process could be streamlined?
* Do your applications rely on computer access and knowledge? Does the role itself?
* Are you shortlisting based on the level of writing, or the skills displayed? Does the level of writing/spelling matter for the role?
* Could you provide the application form in an accessible format if asked? Do you know what that would look like?
* Are you shortlisting “blind” to minimise preconceptions and (un)conscious bias?

# Interviewing

* Are you premises accessible? Is the room layout? Would your staff know what to do if somebody arrived with accessibility requirements? Do you have a clean, functional, disabled toilet? Do you know where it is?
* What’s the best type of interview for the role – does it need to be a panel, or could a working interview or trial work just as well?
* Are your interviews unnecessarily formal? Think about the layout of the room, the waiting area and the way you communicate/present yourself and your organisation. How might you put someone at ease?
* How many staff need to be involved in the interview process – and how senior do they need to be? Do you have anyone with similar lived experience, or working at a similar level, who could be involved?
* Can you provide questions beforehand?
* Are you able to reimburse applicants for interview expenses?
* Are you replying to unsuccessful candidates, at all stages, with meaningful and supportive feedback? Are you seeking their feedback?

Resources

* Business Disability Forum – *Guide to Best Practice for Recruiting & Retaining Disabled People* <https://businessdisabilityforum.org.uk/media_manager/public/261/Retention_Toolkit_Teaser_FINAL.pdf>
* Business in the Community – *How to Conduct Diverse Recruitment* <https://race.bitc.org.uk/all-resources/toolkits/how-conduct-diverse-recruitment>
* CMI – *Balanced Recruitment – Checklist: Planning the Recruitment Process*

<https://www.managers.org.uk/cmi-women/blueprint-for-balance/Balanced-recruitment/Checklist-Planning-the-Recruitment-Process/>]

* Greater Manchester Talent Match – *Hidden: Who are ‘hidden’ young people and why are they not engaging with welfare support?* <https://gmtalentmatch.org.uk/hidden>
* IBM – *Why Diversity & Inclusion?* <https://www.ibm.com/downloads/cas/DDOMJLXJ>
* Manchester Metropolitan University – *Generating Routes for Women’s Leadership Project (GROWL)* <https://www2.mmu.ac.uk/business-school/research/research-centres/gender/growl/>
* Mencap – *Access All Areas: Opening up Apprenticeships and the World of Work to People with a Learning Disability* <https://www.mencap.org.uk/sites/default/files/2019-07/Access%20all%20areas_0.pdf>
* NHS Employers – *Employing Care Leavers* <https://www.nhsemployers.org/your-workforce/plan/recruiting-from-your-community/engaging-with-and-recruiting-from-across-your-local-community/care-leavers>
* NHS Employers – *Supporting Carers in the Workplace*

<https://www.nhsemployers.org/retention-and-staff-experience/health-and-wellbeing/protecting-staff-and-preventing-ill-health/taking-a-targeted-approach/supporting-carers-in-the-workplace>