

## Checklist for an inclusive recruitment process

### Developing the position description and advertising

- Identify the inherent or essential requirements and core competencies of the job.
- Write or update the job description using inherent job requirements.
- Ensure the details of a suitable contact person are provided who is able to answer questions about the inherent requirements of the job.
- Ensure the job related requirements do not contain criteria or language that could be seen as discriminatory or excluding people with disability.
- Ensure job description and supporting information is available in alternative formats.
- Be familiar with your organisation's recruitment and selection policies and guidelines.
- Ensure the advertisement clearly articulates the inherent requirements for the position (salary, full time/part-time/casual, conditions of employment, flexibility, location).
- Include a statement about the organisation's commitment to equal employment opportunity in advertisement. For example:  
The Disability Services Commission (The Commission) promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The Commission encourages people with disability, Aboriginal Australians, young people and people from culturally diverse backgrounds to apply for this job.
- Consider advertising in a wide variety of places to attract a diverse range of applicants, including with Disability Employment Services.

### Interviewing applicants

- Invite shortlisted applicants for an interview outlining the steps involved in the assessment and selection process. Then check if they have any specific needs or requirements.
- Make plans to accommodate any specific needs or requirements identified.
- Notify applicant(s) of the arrangements relating to their specific needs or requirements.

- Ensure selection panel members are briefed on appropriate interview practices and any reasonable adjustments that have been requested.
- Explain position requirements if requested.
- Prepare interview questions, taking care to use inclusive language.
- Ask competency-based questions related to the inherent requirements of the job.
- Ask all candidates the same questions about their ability to meet the inherent requirements and keep records of questions and answers.

### **Making the selection decision**

- Assess each applicant against the inherent requirements on the basis of merit.
- If an applicant has a disability, check whether they could meet the inherent requirements with the provision of reasonable adjustments.

### **Making the job offer**

- At the time of offering a job to the preferred applicant, ask them if they have any specific needs or requirements.
- If the successful applicant has previously declared a disability ask them if there are any adjustments or modifications that may be required (for example, assistive technology).
- Any necessary modifications including individual flexibility arrangements should ideally be agreed and carried out before the person commences work.
- Notifying others of the successful applicant's circumstances is only permitted where the person with a disability has provided written, signed confirmation that they are happy for disclosure to occur and with whom they are happy for this disclosure to be shared.
- Ask the successful applicant if they require a personal emergency evacuation plan. If they do not, ask if they are willing to help others in an emergency if they require it.
- Ensure that medical records and other information provided by the applicant remain confidential.