

APPENDIX 1 - Recruitment and Selection

The standards a disabled candidate and recruiting manager can expect from the Recruitment & HR Team

The Recruitment Team will respond promptly to requests for an application form in alternative formats.

Evidence of ability against the specified criteria will also be accepted in alternative formats, such as:

- audio recording
- a separate typed sheet
- application form completed on behalf of the applicant (advocate)
- written statements from staff in supported employment projects who have observed the applicant and can comment on their ability to meet the criteria of the Person Specification

The Recruitment Team will monitor applications from disabled candidates who would like their application considered in accordance with the disability confident scheme, to ensure that if they meet the essential criteria for the post (as detailed on the person specification) that they have been guaranteed an interview in line with the Authority's commitment under the Disability Confident Scheme.

The Recruitment Team will also write to all candidates invited to interview asking if there are any access requirements or reasonable adjustments that need to be accommodated as part of the recruitment process and ensure the recruiting manager is informed promptly.

In addition, the Recruitment Team will ensure the recruiting manager has a named HR Advisor to advise them on implementing the reasonable adjustments for the selection process and prior to the candidate's first day of employment. This may require assistance from the Occupational Health Unit and external organisations as appropriate.

The recruiting manager's responsibilities

This section outlines the key considerations and responsibilities as a recruiting manager when you receive an application from a disabled candidate:

- **Person specification** - When developing the person specification you should carefully consider what qualities are necessary to carry out the job and the use of short-listing criteria that relates to an applicant's health and/or physical fitness should not be used, e.g. Replace "must be able to touch type at 80wpm" with "must be able to produce accurate reports using Microsoft office or replace "must be able to drive and have a clean current driving license" with "must have the ability to travel".
- **Advertisements** - when a vacancy is advertised, consideration must be given to the functions of the job. Therefore, the advert should be developed using the information contained within the job specification and the "essential requirements" in the person specification.

- **Short-listing** - you should always ensure it is clear at all stages of the recruitment process what the minimum criteria for selection for interview are, i.e. the essential criteria on the person specification.
- **Guaranteed Interview** - The Council has signed up to the commitments of the Disability Confident Scheme which includes guaranteeing an interview to any disabled candidate who meets the essential criteria for a job. This includes any tests or assessments as part of the recruitment process. You must ensure that any reasonable adjustments are made during the assessment process so disabled applicants are not disadvantaged.
- **Interview arrangements** - you should always hold interviews in a fully accessible venue. All candidates will be asked, when invited to interview or other assessments, whether they have any requirements for the interview, e.g. a candidate may ask if the interview can be scheduled at a time which means that they do not have to travel at rush hour. This is also the prompt for a disabled applicant to let you know if they have any access requirements or adjustments as part of the selection process, e.g. an English/British Sign Language interpreter, specialist equipment or a blue badge reserved parking space. It is good practice for recruiting managers to also telephone and email disabled candidates to ask if they have an access/adjustment requirement. If the disabled candidate specifies an access requirement or adjustment, then this must be accommodated.
- **Interview questions** – ensure you frame your questions to draw out each candidate's ability, skill and knowledge so you can assess and score against the person specification. There are certain interview do's and don'ts, e.g.

Don't ask:

“How will the pressure of tight deadlines affect your disability” or

“What tasks can't you do in the job profile because of your disability” or

“What happened to you and how did you get your disability”.

Don't ask at the assessment stage whether there are any reasonable adjustments that need to be considered. This can be done at the offer stage to avoid the accusation of bias if the employee with a disability is subsequently not offered the job.

Do ask

“This job involves working to tight deadlines. Tell us about situations where you’ve been given a tight deadline to meet and how you ensured you met this”
or

“How will you perform the duties outlined in the job-profile?”

- **Selection** - your assessment should be based on the applicant's ability or potential to carry out a task. A disabled applicant should be assessed as if the adjustment required to do the job has already been made.
- **Successful applicants** – Speak to the successful candidate following the offer of employment and ask whether there are any adjustments that you need to consider to support the applicant to undertake the role successfully.
- **Unsuccessful applicants** - All unsuccessful applicants must be offered the opportunity for feedback about why. This should be given positively, with the aim of assisting the individual with their continued job search.
- **Induction Period** - If the disabled applicant is successful, prior to joining the team, you should ensure that any agreed adjustments have been made, e.g. equipment has been purchased, etc. Use the template at **Appendix 2** as a tool for discussion before a disabled applicant starts work.

Make sure you tell the employee what reasonable adjustments you have already made and what equipment or adjustments you may be waiting to be implemented.

Also check that all induction processes are accessible.

Once the applicant has commenced employment ask the new employee to keep a note of how any reasonable adjustments made are working and of any improvements that may be needed. Agree regular dates to review all reasonable adjustments using Appendix 2.

Finally, as with all new employees, make sure you let them know what you expect and to ensure that they understand your workplace policies and procedures.