

Recruitment of People with intellectual Disability

Introduction

When you employ a person with an intellectual disability, it can be difficult to connect with the right people to get the right support.

There are tips to make it easier, including:



1. Develop a plain English Position Description

Make sure that people have clear information in the position description. This explains what is expected in the role. See here for an [example](#).

2. Clearly invite people with intellectual disability to apply for roles

This may include reaching out through your networks and using clear and inviting wording in advertisements and [position descriptions](#).

Read about targeted recruitment at the [JobAccess](#) website.

3. Give people information about workplace adjustments people can have during the recruitment process

Ask people what support they need before the interview and be clear that you are open to make changes that are needed. This may include:

- meeting accessibility requirements e.g. providing an interpreter or information in large print
- giving people the opportunity to have a support person present
- having an informal one-to-one conversation or having the interview on the phone or videoconference.

See here for more information about [workplace adjustments](#).

“...just make the process as easy as possible for someone who might have never even had a job interview before because they've been too scared to apply because no-one is going to employ them 'cos they've got a disability.”

4. Give people the interview questions before the interview, so they have time to get ready

One way to ease some of the anxiety of the interview process is to provide as much information as possible to applicants about what will happen.

Providing the interview questions in advance gives people time to prepare.

Other useful information you can give people includes:

- who will be on the interview panel
- how long the interview will take
- what the person should do when they arrive for their interview.

See here for a template you can use for the interview process.

5. Include people with disability in the recruitment process

If you already employ people with disability in your organisation, you may consider including people on the interview panel.

6. If you are thinking about using a Disability Employment Service to find and employ people with disabilities:

- Make contact with them before employing a person. They may be able to refer applicants and support them during the recruitment process
- Choose an employment service that has a good track record working with people with intellectual disability.
- Check out Disability Employment Australia's [Guide to partnering with Disability Employment Services](#)
- Find out about access to wage subsidies at the [JobAccess website](#).

For more information

- Watch VALID's [Let's Work web series episode 1](#)
- Read pages 14-18 in the [VALID Employment Project consultation report](#)
- Check out Down Syndrome Australia's [resources for employers](#)