Review Your Recruitment and Selection Process

1. Sign up to the Learning Disability Employment Programme
2. Disability awareness training for staff
3. Consider offering supported internships and traineeships
4. Consider employing an apprentice with a mental health condition, learning disability and / or autism

Job Specification

Use a strength based approach to capitalise on staff skills to meet your business needs

Interviewing

1. Ensure that appropriate recruitment training and guidance is provided to all staff involved in the process
2. Ensure expert by experience is on the interview panel
3. Work in partnership with supported employment, job coaches and / or IPS services

Consulting

1. Consider in-work reasonable adjustments
2. Develop a network for disabled staff
3. Establish an environment where disabled staff feel able to start conversations about disability, autism and mental health

Job Offer

1. Give consideration to Access to Work at the job offer stage
2. Work in partnership with supported employment, job coaches and / or IPS services
3. Ensure expert by experience is on the interview panel

Advertising

1. Demonstrate your Disability Confident Commitment
2. Promote the Guaranteed Interview Scheme
3. Adverts represent diverse staff
4. Easy read Job Applications
5. Include an 'expert by experience' in the process
6. Consider the Guaranteed Interview process
7. Consider working interviews

Induction & Probation

1. Consider employing an apprentice with a mental health condition, learning disability and / or autism
2. Consider offering supported internships and traineeships

In Post

1. Work with others to develop an action plan which clearly identifies the steps to retain and support the progression of the new recruit.
2. Celebrate Success

It’s good for business...
- Increased productivity
- Reduced staff turnover
- Increased staff morale
- Small costs, big benefits
- Demonstrates your Corporate Social Responsibility

It’s good for the individual...
- Improved health and well-being
- Increased social inclusion
- Contributes to financial independence

Following this roadmap ensures good communication and positive interaction with disabled people in your employment.