**Inclusive Recruitment Training ~ Resource List**

|  |
| --- |
| **The case for inclusive employment** |
| The case for why [Strong jobs market is an opportunity for diversity (indaily.com.au)](https://indaily.com.au/news/sponsored-content/2021/08/02/strong-jobs-market-is-an-opportunity-for-diversity/)  Data and statistics [Inclusive Employment Big Business Impact\_Infographic](https://www.jobaccess.gov.au/sites/default/files/images/Social-media/Infographic%20-%20Inclusive%20employment%20has%20big%20business%20benefits.png)  Inclusive Recruitment Video Series [Inclusive Employment Video Series :: Purple Orange](https://www.purpleorange.org.au/what-we-do/our-current-projects/road-to-employment/inclusive-employment-video-series) |
| **Inclusive Hiring Approaches** |
| **Guaranteed Interview** is a commitment to offer to interview at least one applicant with disability who meets the minimum criteria for a vacancy if they disclose disability in their application. ​A guaranteed interview does not mean a guaranteed requirement to hire, but a commitment to removing unconscious bias in our decision making, particularly when an applicant discloses they have a disability. ​  **Targeted Hiring** is a campaign that specifically targets people with disability for vacancies. This is potentially a form of ‘special measure’ that makes it lawful under the Disability Discrimination Act 1992 and state and territory equal opportunity or anti-discrimination legislation.​  **Open Hiring** is a progressive recruitment strategy that has been successfully implemented by large retail chain The Body Shop [Open Hiring Policies | About Us | The Body Shop Australia](https://www.thebodyshop.com/en-au/about-us/open-hiring/a/a00060)  **Disability Employment Service Providers** help people living with disability to find employment and provide support to businesses employing people living with disability. |
| **Inclusive Culture** |
| Inclusive Culture is the foundation that all future access and inclusion measures can be built on. ​Including all employees in ongoing discussions about inclusion and accessibility helps to normalise conversations about disability and ensures support is readily provided to employees who may not yet be comfortable identifying as a person with disability.  Flexibility is a significant part of an inclusive culture, but it’s important to not single out people with disability as being treated differently. Part of the culture shift should be extending flexibility and understanding to all employees.​  Disability Inclusion Training - [Purple Orange Disability Training Brochure](https://www.purpleorange.org.au/what-we-do/disability-inclusion-training)  Disability Friendly Language Guide [Creating accessible and inclusive communications | IncludeAbility](https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-communications)  Social Model of Disability <https://www.afdo.org.au/social-model-of-disability/>  Normalising conversations [Job Access\_Managing An Employee with Disability](https://www.jobaccess.gov.au/node/77736)  Flexible working [Job Access\_Flexible Work Arrangements](https://www.jobaccess.gov.au/node/77786)  Co-Design - Purple Orange Co-Design Resource [Purple Orange\_Guide to Co-Design with People Living with Disability](https://purpleorange.org.au/what-we-do/library-our-work/guide-co-design-people-living-disability) |
| **Inclusive Spaces** |
| Universal Design [IncludeAbility\_Universal Design\_creating access and inclusive workplace](https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-workplace)  Accessibility check – email [R2E@purpleorange.org.au](mailto:R2E@purpleorange.org.au) to discuss having an accessibility check for your organisation  Evacuation Plans for employees with a disability <https://www.jobaccess.gov.au/employers/evacuation-plans-employees-with-disability> |
| **Inclusive Job Ads and Applications** |
| **Inclusive Recruitment Statement**– examples include:  ‘We are committed to providing an accessible and inclusive workplace.’  ‘We welcome a discussion around any workplace adjustments you may require’.​  ‘Values access and inclusion in the workplace and community.’​  ‘Committed to building knowledge and awareness in access and inclusion.’​  ‘Striving to create a workplace that values access and inclusion and believes this is everyone’s responsibility’​.  Inclusive job advertisement have multiple ways of contact such as phone and email.  Utilising accessibility functions on mainstream recruitment websites or use disability specific job sites including   * The Field - https://www.thefield.jobs/Job/ * Toozly - https://www.toozly.com.au/ * Ethical Jobs – https://www.EthicalJobs.com.au |
| **Inclusive Interviews** |
| Interview Questions – examples of what you can and cannot ask people living with disability <https://www.jobaccess.gov.au/employers/interviewing-people-with-disability> |
| **Inclusive Inductions** |
| Pre-start visit to worksite [Creating an accessible and inclusive induction | IncludeAbility](https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-induction)  Employee Assistance Fund – Financial Help for Businesses <https://www.jobaccess.gov.au/employment-assistance-fund-eaf>  Updating your work instructions – [Job Access\_Best Practice Policies and Procedures](https://www.jobaccess.gov.au/node/77721)  [Job Access\_Understanding your legal responsibilities](https://www.jobaccess.gov.au/node/77771)  Workplace Adjustments – example [Reasonable adjustment passport guide | Australian Public Service Commission (apsc.gov.au)](https://www.apsc.gov.au/about-us/working-commission/what-we-offer/diversity-policy/reasonable-adjustment-passport-guide)  Reasonable Adjustments – [IncludeAbility\_Customising a job for a person with disability](https://includeability.gov.au/resources-employers/customising-job-person-disability)  Induction materials – [IncludeAbility\_Hosting Accessible and Inclusive Online Meetings and Events](https://includeability.gov.au/resources-employers/hosting-accessible-and-inclusive-online-meetings-and-events) |