

# How to Actively Recruit Disabled Employees

A guide aiming to support your organisation in  
recruiting a more diversified team.



# Well, this should be easy...

So, you're one of the forward thinking, progressive companies which have recognised that there is a solid business case for employing disabled people. Tapping into a more diverse talent pool should be plain sailing, right? Wrong.

Recent studies have shown that this simply isn't the case. The fact is that if you are unsure of how to actively recruit disabled employees, you're not alone; many employers, HR personnel and recruiters simply do not know where to start. There is no tried and tested one size fits all formula however there are some simple things that you can put into practice which will help you diversify your work force.



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Actively recruiting disabled people starts with a commitment to doing so. Whilst you yourself may have that commitment; it is essential that everyone within the company is on the same page. Whether you love or hate written policies, having a formal written policy regarding the recruitment of disabled people is a good starting point.

But having a policy is not enough; it is important that the policy is shared with all staff regardless of their position within your business so that everyone is aware of the significance you place on diversifying the work place. It is essential that your HR department shares this policy with their recruitment supply chain.



# It'll only take two ticks

Consider signing up to the Job Centre Plus 'Two Ticks' scheme to demonstrate your commitment to employing disabled people. To do so you need to agree to 5 commitments and once you have permission you can display the 'Two Ticks Symbol' on your job adverts. More information can be found here:

<http://www.gov.uk/recruitment-disabled-people/encouraging-applications>

Whilst there has been some discussion recently regarding the meaningfulness of the scheme and whether businesses that use it truly have a commitment to equal rights for disabled workers, it does show that you are committed to employing disabled people. You of course, will not be using it simply as a PR ploy.



# Listen and learn

Ensure that you publish Job advertisements which welcome disabled applicants and that they are accessible. Our [Top tips to creating accessible job advertisements](#) is a useful starting point for this.

The advert is the start of the process though, ensure that someone within your organisation understands The Equality Act and reasonable adjustments so that a disabled candidate is able to discuss their needs in relation to the interview itself and also adjustments which they may need to do the job. The most important thing to remember here is that reasonable adjustments do not have to be complicated and expensive, and a government run scheme called Access to Work may be able to support you with the costs. More information about Access to Work can be found here: <http://www.gov.uk/access-to-work/overview>

Having a positive mind set and a 'can do' attitude along with the ability to be able to comfortably discuss and listen to the needs of the disabled applicants is key.



# Awareness training for you and your staff

Often simply posting accessible job advertisements isn't enough. If you are serious about wanting to employ disabled people, consider forming relationships with disability organisation which help job seekers. They may be able to advertise your position to their members. A useful list of these can be found on the Disability Rights UK website [here](#).

With the best will in the world, if your organisation doesn't have an inclusive ethos and staff members are not comfortable around disabled people and discussing their needs, you will find it very difficult to recruit and retain disabled members of staff. Consider booking disability awareness training for your staff, to remove the fear factor and ensure that your new disabled members of staff are able to work in an environment where they are valued. Have a look on our website: <http://www.enhancetheuk.org> for more information about the

