



INDEPENDENT LIVING  
MOVEMENT IRELAND

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## Re-imagining Recruitment - Steps to Inclusion

### Do

- Ask the Person! Involve the disabled person in the process and request all applicants whether they have any reasonable accommodation needs.
- Accommodations should be made on a case-by-case basis and involve discussions between the employer and applicant.
- Encourage disclosure at all stages and provide contact details for a specific individual to manage requests for supports.
- Apply for funding support from your Department of Employment Affairs and Social Protection local office at the earliest opportunity.
- Provide Disability Awareness Training for all on recruitment team, in particular supervisors and managers.
- Use competency-based interview techniques and only look at attributes that are essential for the job.
- Accommodations selected should be effective, reliable, easy to use, and readily available for the applicant needing the accommodation.
- Consider providing an alternate recruitment path for applicants who have disclosed a disability with substantial barriers at recruitment.

### Don't

- Don't assume that the reasonable accommodation used at interview will also be used in the workplace daily.
- An employer is not obliged to provide employees with equipment they would normally provide themselves – for example, reading glasses, wheelchairs or hearing aids.
- Do not worry about the costs of reasonable accommodations or assistive technology – research shows costs are minimal.
- Do not research the medical aspects of the disability as the disabled person is the expert and knows how their disability will impact on them, if at all, in the workplace. Get advice from disability organisations, if necessary.