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We have captions turned on, you can access them by clicking the closed caption button on Zoom.

If you have a question, feel free to raise your hand or put it in the chat.



Inclusive Hiring Practices

As recommended by NCED Youth Advisory Group.



Brotherhood of St Laurence
Working for an Australia free of poverty

**Let's make
change
that lasts**

Acknowledgment of Country

The Brotherhood of St. Laurence acknowledges the Traditional Custodians of the land and waterways on which our organisation operates. We pay our respects to Aboriginal and Torres Strait Islander Elders past and present.



Agenda



- Explaining the benefit of Inclusive Hiring Practices for everyone.
- Unpacking the hiring and application process, from the job description to the interview.
- Revitalising the job description format
- Discuss how to minimise discrimination in the hiring process and beyond.



The Importance of Inclusive Hiring



Engagement.

- With inclusive hiring practices, people from diverse backgrounds and lived experiences will be more engaged in the position, therefore increasing the applicant pool.
- Applicants will have all the necessary information to decide whether the job is right for them and are more aware of any potential adjustments to the role that they may need.
- Young people with disabilities are keen, passionate, and motivated to work. These practices are about opening the floor to them.

The Importance of Inclusive Hiring



Values.

- Our mission at Brotherhood of St Laurence is working toward an Australia free of poverty.
- In our division, we have the seven tests of Advantaged Thinking, which seeks to involve, understand and invest in people. Looking at them for their strengths rather than their struggles.
- Consider how you are screening out applicants, if you are willing to create an accessible & inclusive working environment and value lived experience, try to be open to meeting as many candidates as is possible that meet the selection criteria.



The Importance of Inclusive Hiring

Simplicity.

- Inclusive hiring doesn't just benefit the applicants, but the hiring managers as well.
- These are universal design features, so they aren't just for people who "need it".
- An additional benefit is that with a clear and concise application process, there is less need for a constant back and forth between applicant and hiring manager.

Writing an Accessible Job Description



Language.

- It is important to use clear, simple yet precise language when writing an accessible job description.
- Cutting unnecessary jargon and keeping things brief will also help in maintaining engagement and getting your information across with as few words as possible.
- For example, say “About: The Brotherhood of St Laurence” rather than “organisational purpose” or “What you will do as a Youth Advisor” rather than “key responsibilities.”

A Quick Guide to Plain Language



≡ Neurodiversity

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From Wikipedia, the free encyclopedia

The **neurodiversity paradigm** is a framework for understanding [human brain](#) function that considers the diversity within [sensory processing](#), [motor abilities](#), [social comfort](#), [cognition](#), and [focus](#) as neurobiological differences. This diversity falls on a spectrum of neurocognitive differences.^[1] The neurodiversity paradigm argues that diversity in neurocognition is part of humanity and that some neurodivergences generally classified as disorders, such as [autism](#), are differences and disabilities that are not necessarily [pathological](#). Neurotypical individuals are those who fall within the average range of functioning and thinking.

The neurodiversity movement started in the late 1980s and early 1990s with the start of [Autism Network International](#). Much of the correspondence that led to the formation of the movement happened over autism conferences, namely the autistic-led [autreat](#), penpal lists, and [Usenet](#). The framework grew out of the [disability rights movement](#) and builds on the [social model of disability](#), arguing that disability partly arises from [societal barriers](#) and person-environment mismatch, rather than attributing disability purely to inherent deficits.^{[2][3]} It instead situates human cognitive variation in the context of [biodiversity](#) and the politics of [minority groups](#).^{[4][5][6]} Some neurodiversity advocates and researchers including [Judy Singer](#) and Patrick Dwyer argue that the neurodiversity paradigm is the middle ground between a strong [medical model](#) and a strong social model ^{[7][8][9]}



Autistic art depicting the natural diversity of human minds

Part of a series on Discrimination



Forms	[show]
Attributes	[show]
Social	[show]

A Quick Guide to Plain Language



Neurodiversity

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From Simple English Wikipedia, the free encyclopedia

Neurodiversity is a word for differences in people's brains. It is a type of [biodiversity](#) (diversity in living creatures).

Examples of neurodiverse conditions include [autism](#), [Tourette syndrome](#), [ADHD](#), [dyslexia](#) and [HSP](#).



A drawing of different people with different brains

Movement [\[change | change source \]](#)

The neurodiversity movement is an approach to [mental disability](#) in which some neurological conditions are variations of the human brain. The term was first used in the late 1990s as a challenge to the idea that neurological differences are disorders instead of features. The movement believes that these variations should be recognised as a social category along with [gender](#), [human race](#) and [sexual orientation](#).

Some people claim that neurodiversity would not be good for individuals with severe disabilities, such as low-functioning autism. They state that the difficulties are far greater than any potential strengths.^[1]

Writing an Accessible Job Description



Format.

- Be sure to use dyslexia-safe fonts and formatting, including double spacing to assure that the description is easy to read.
- If images are included in the document, add alternative descriptive text. Another thing to make sure of is whether the document can be converted into text-to-speech.
- Allow the applicant some freedom in how they can submit the application where possible. This can be done by making video submissions optional or allowing for in-person/email submissions.



What is Dyslexia-Safe Formatting?

- Sans Serif fonts, ones that are clearer, more rounded, and less stylized are easier to read. These fonts include:
 - Arial
 - Calibri
 - Century Gothic
 - Tahoma
 - Trebuchet
 - Verdana
 - Comic Sans
- Take it easy on the formatting, an overuse of italics and underlining can make it more difficult to read.
- While it is called "dyslexia-safe", making things easier to read with these simple steps helps a wide range of people.



Writing an Accessible Job Description



Clarity.

- Prioritise relevant information, such as the expectations and requirements for the position, as well as more concrete things such as hours, a salary range, and location.
- Instead of merely asking for a cover letter, try asking a couple questions regarding what the applicant can bring to the role. This lets the applicant know exactly the information you want from them.
- This can also cut unnecessary jargon on the applicants' end and can more efficiently show if they are the right candidate.

An Example of an Accessible Position Description



Purpose of the Job:

We want to hire young people with disabilities to join our Inclusive Pathways to Employment Youth Advisory group.

As a Youth Advisor, you will:

- Work with other young people and BSL staff
- Give advice on programs, tools, and resources
- Help plan and run events, activities, and workshops
- Share your own experiences of disability and work to help others

Being a Youth Advisor will help you learn new skills like public speaking, leadership, and advocacy.

What you will do as a Youth Advisor:

- Attend meetings and training sessions with BSL staff
- Join meetings with BSL staff and others to give feedback on issues affecting young people with disabilities
- Share your experiences to make things better for young people with disabilities
- Help young people make changes in their communities
- Work with adults to improve job services for young people
- Help make policies that benefit young people
- Create easy-to-understand information for young people
- Connect with other youth advisors and groups through meetings, events and online

About you:

- You are a young person with a disability who has looked for work or used job services
- You care about issues that affect young people with disabilities
- You are good at talking to people or want to get better at it
- You can work well with others or on your own
- You are comfortable using a computer or want to learn

An Example of an Accessible Position Description



Job Conditions:

- Occasionally you will work on weekends, evenings, or public holidays and may need to travel or work across different offices
- You have working rights in Australia
- We will need to do a police and Working With Children's check, but we can help you with that
- You will work 3 hours per week as a casual position
- You will be paid \$32-36 per hour

Are you ready to develop leadership skills, help your community, and work with other passionate young people? Apply to be a Youth Advisor with Inclusive Pathways to Employment (IPE) Youth Advisory Group!

How to Apply:

- Send us your CV/Resume to anamlee.griffin@bsl.org.au and a short response to why:
 1. You're interested in this role
 2. You care about inclusion of people with disabilities
 - Your application can be a video, an audio recording, visual or written
 - We will use inclusive practices in our hiring process
-

Taking Discrimination Out Of The Interview



Understanding.

- Some people who are neurodivergent or are experiencing mental ill-health may experience anxiety during job interviews, so it's important to hold space and be patient with those people.
- You can assist in this by allowing the applicants to prepare by sending information about the interview in advance.
- Provide interview questions in advance, so applicants aren't put on the spot. This can make them feel more comfortable and equipped to approach the questions in the best manner possible.

Taking Discrimination Out Of The Interview



Accessibility.

- When setting up an interview, it's important to confirm any accessibility requests, and give a date and time in advance for the applicant to organise.
- Access keys are a useful way to outline the physical space of the interview to the applicant. Access keys describes the physical location with images, both inside and out.
- Another way to increase accessibility is offering the option of an online interview. This is another example of universal design, making it more convenient for both the interviewer and all kinds of applicants.

Taking Discrimination Out Of The Interview



Communication.

- Offer an explanation behind each question to mitigate confusion, explain what you're doing and why as an interviewer.
- Provide options for unsuccessful interview candidates to receive feedback, and where possible try to get back to every applicant, even with a simple automated message and a way to contact you directly.



Activity

Explain the reasoning behind this typical, and vague, interview question:
"Tell us about yourself."



After the Interview



Training.

- Be aware of any mandatory training or training requirements that may be inaccessible or on an inaccessible platform.
- Create a system of solutions, rather than barriers.
- Make sure the employee is aware of not only their responsibilities but their rights as well.

After the Interview



Onboarding.

- Being clear about the expectations of the position, and what a day-to-day experience will be.
- An accessible environment will look different for not only each job but each applicant, so be sure to communicate on a one-to-one basis.
- Ease employees into their position rather than throwing them into the deep end.
- Ensure there is adequate support available.

After the Interview



Communication (again).

- Discuss with the employee how they can perform their best. Ensure the employee is aware of how to let you know if accommodations need to be changed. Keep that line of communication open.
- If the employee has a disability employment service provider/consultant, be sure to communicate with them as well. They're here to represent and advocate for the employee.



Discussion

Discuss other ways we can implement inclusive practices in work life, both in the hiring process and after it.





Panel



Chloe and Kayla share their experiences and bust myths about inclusive and equitable hiring.





In Conclusion...

- Job searching is already an anxiety inducing task for everyone, and that can be tenfold for people who are already struggling.
- An unnecessarily complicated application process is not a litmus test for intelligence, it stops recruiters from getting as many interested applicants as they could be.
- Empathy and consideration are important, because we have all been on the other side of the desk.
- These universal design points can help not only a wide range of applicants but make things more convenient for recruiters as well.
- Communication, communication, communication!



Discussion

What's one thing you've heard today that you'd like to take back and implement in your organisation?



Things to Watch Out For

The inclusive hiring guide by Chloe Sumner

The NCED Newsletter



Thank you!



Created by Rhianna Malas, Chloe Sumner, Kayla Sheridan, and Anamlee Griffin.