



Services which make it easier for any employer to say: 'YES'

A letter from a helpful employer

Dear Disability Employment Agency or Community Agency,

We need you to help us fill vacancies in good time with good candidates, assuming that you want to make it easier for us, and other employers, to recruit significantly more people with disabilities and to work in partnership with you.

PLEASE:

- **Help me to justify investing** in becoming disability confident and in working with you – give me the facts about why improving our disability related performance benefits the business; about the journeys disabled job seekers experience as they prepare for and then seek employment and about how you can help my managers to attract and keep good people.
- **Advertise creatively** (social media, local press, radio, TV, internet) to attract disabled people to apply to my company for specific vacancies – either using our company name or anonymously (e.g. Company XX wants plumbers and would welcome applicants with disabilities)
- **Spend time on site**; get to know my business, how we recruit, what we look for, the vacancies we anticipate, so you can describe us to potential applicants, and help candidates prepare to successfully navigate our process - and help us to plan ahead for vacancies to come.
- **Understand in detail how we recruit. Help us ensure each step is barrier free, and then help us to make any adjustments individual candidates might need to enable them to compete on a level playing field**, i.e. E-recruitment, telephone interviews, paper application forms, CVs, psychometric tests, assessment centers, panel interviews, work trials, extended interviews etc.
- **Manage a 'register' or 'talent pool'** of people with disabilities wanting to work in our sector and/ or for this company when the right vacancy appears... Capture at least the basics regarding their skills & aspirations, so I can invite them to apply when vacancies arise.
- **Be straight with us.** Send people who match our definition of 'job ready'; if someone is 'not yet job ready', but we could help them to become employable

– tell us, and then support my managers should we decide to invest in helping them to become ‘job ready’.

- **Pre-screen carefully** –Spend time with us to understand what we are really looking for when we recruit: and how we recruit. Only send us applicants who meet our expectations, and are interested in us and in the job.
- **Help us to have barrier free policies and procedures:** We need to be ‘barrier free’ for groups: e.g. applicants who are visually impaired, hearing impaired, mobility impaired; have learning disabilities, mental health conditions etc. This will also make it easier to hire people with English as a second language, long term unemployed, the over 50’s, single parents, carers and others disadvantaged in the labour market.
- **Help me to train my recruiters to become disability confident** and not to make assumptions about anyone’s capability based on a medical label.
- **Create a seamless service** which delivers high quality job matches and which supports our line managers before and after job offer. And help us to deliver targeted recruitment projects to include customized training programs.
- **Specify in a Service Level Agreement** the level and nature of your ‘post job offer’ support and your speed of response should I employ someone who later experiences difficulties and/or whose managers discover they need support. We will also specify what we plan to contribute to the partnership.
- **Expedite any assessments and/or adjustments needed by any applicant,** to include work trials for good candidates who because of their disability may be knocked out by our standard processes - and minimize the red tape which the employer and/or the person has to manage to get funding and support from any government or other agency.
- **Tell every candidate – before they join us – exactly how working for us will affect their benefit status.**
- **Ensure, wherever possible, that candidates present as experts** in how to make any adjustments they might need. If there is uncertainty, ensure candidates can explain to the employer how and when assessments and any subsequent adjustments identified will be organised.
- **Tell me who to call:**
 - to assess and ‘fix’ my buildings and IT systems;
 - to train and support my managers and colleagues;
 - to help us to welcome disabled customers;
 - to audit my policies and procedures so that we deliver best practice and avoid a counterproductive compliance culture

Best wishes

Susan Scott-Parker - Your Typical Employer.