

Small changes or 'reasonable adjustments' employers can make to help with successful recruitment



Many employers are missing out on hugely talented potential employees because their recruitment or application processes aren't accessible.

Here Sheffield City Trust share their inclusive approach with EifE:



Sheffield City Trust – www.sheffieldcitytrust.org are taking a more innovative and inclusive approach as they recognise the benefits to people and them as an organisation.

Here are some of the great approaches they have taken that could also help many other employers. Firstly, they are clear to applicants that they are a disability confident employer and that there is support that they can access:

"If you have a disability that may affect your performance at any stage of the recruitment process, please let us know about any help you need as soon as possible and we will work with you to make sure any appropriate support is in place.

We want to support you if you need any adjustments in the recruitment process whether you feel you qualify through the Disability Confident scheme or not.

We consider visible and non-visible disabilities, chronic health conditions, learning differences, mental ill health or neurodiversity."

If you're an employer looking for ideas about how to implement better recruitment methods, Sheffield City Trust give some great examples of the ways they offer support to people that are applying for jobs at their organisation:

"Some other adjustments we can offer include:

- Support with applications or interviews
- Interviews at a time of day to best suit the candidate
- Advice about assistive technology
- Sign language interpretation
- Additional time in interviews and tests
- Access to remote interviews where possible
- Ensuring questions asked are direct using clear language and avoiding the use of jargon and acronyms.
- Opportunity to pre-visit the venue before interviews for candidates to familiarize themselves with surroundings/ meet their interviewer.
- Use of flash cards as memory prompts where appropriate.
- Provision of a quiet space to take time out during interviews if needed
- Use of work trials as an alternative to interviews, where appropriate.
- These are only a few examples and we are open to discussions about other suitable adjustments which might be helpful".

Sheffield City Trust website

Sheffield City Trust recognise the benefits to taking an inclusive approach and Employment is for Everyone believes there are many more employers that could benefit too:

“There are so many benefits for Sheffield City Trust in being an inclusive employer with a diverse workforce. It’s hard to over-state how important it is to our approach....

Our aim is to remain an employer of choice in the city and by promoting equality, diversity and inclusion in our approach it allows us to build trust and helps give us the edge in a competitive market to access the widest and best range of talent available. By ensuring that focus on inclusion is a vital ingredient of our culture for all our employees, it also helps us retain and develop that talent.

There are scores of studies and research showing that having a diverse workforce, who feel included, also helps promote creativity, innovation and different ways of working which is an absolute superpower for any business”...

“My advice for any employer starting out on this journey would be to just get on and do it and start by having open and honest dialogue with people in the communities you are trying to reach and include and also any organisations currently supporting those people...

Say yes, if you can, to adjustments in processes and practices and accommodations you can make to level the playing field...If you have to say no to anything, be absolutely clear why it’s not possible and look at a suitable alternative...

Culture change is a long-term commitment, it takes time and effort in role modelling doing the right things every day. If you do that then the results and progress you can achieve make it such a rewarding journey for your organisation and your people.”

Andrew McNiven MCIPD

If you are an employer – You can get more information and advice from:

www.employmentisforeveryone.org.uk/info-for-employers

