

This guide has been written for employers, by disabled people in Wiltshire

It has been created as part of a ListenUp Wiltshire Campaign, with support from Wiltshire Centre for Independent Living.



Contact us to find out more about becoming an inclusive employer



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Tips for becoming an inclusive employer

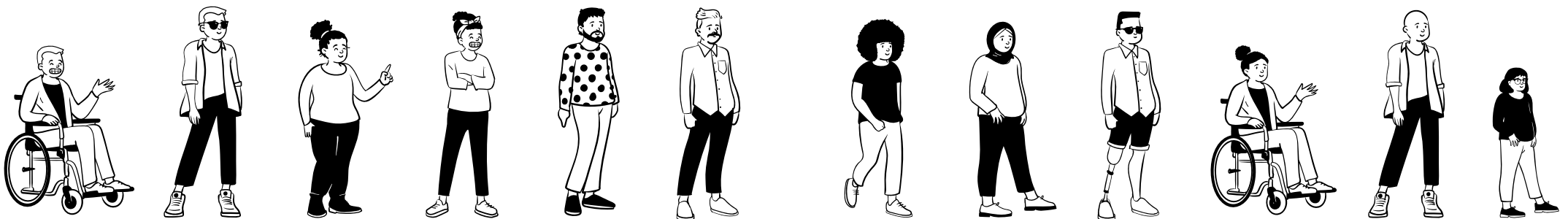
Created by disabled people in Wiltshire



Disabled people are **over 1/3 less likely** to be employed than non-disabled people

Only **6%** of adults with a learning disability are in paid employment, compared to **76%** of the general population

It's time to change this in Wiltshire...



Recruitment



- Create Accessible application forms
 - Consider accepting audio/video applications.
 - Give examples alongside your questions.
 - Offer large print forms & forms that are screen reader compatible.
 - Ask people what you can do to make the recruitment process accessible for them.
- Make your interviews adaptable
 - Ask the candidate what you can do to ensure the interview is accessible for them.
 - Be flexible to holding the interview face to face or over a video call.
 - Some people may benefit from bringing someone to support them, make sure candidates know this is an option.
 - Provide information prior to the interview so candidates know what to expect before they attend.
 - Make sure your interview venue is wheelchair accessible.



"I am very nervous about going to interviews, it would help if someone could come with me for support and to help if I don't understand what is being asked."

Support for Employers

There are lots of great practical resources to help you on your way to becoming an inclusive employer. These are some of our favourite guides for you to check out:

www.remploy.co.uk

www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions

www.mencap.org.uk/advice-and-support/employment-services

www.gov.uk/government/publications/access-to-work-guide-for-employers

Supporting Disabled Employees

- Have regular communication
 - Ask your employee what you can do to ensure the job is accessible to them. Be willing to make changes.
 - Arrange regular catch-ups with line managers.
 - If there are any changes to a person's role or responsibilities, make sure to talk through the changes before they happen.
- Be flexible to your employees needs
 - People's needs may change over time, be flexible to adapt your working practice to work for them. This may include enabling them to work from home or having flexi-hours.
- Don't underestimate your employee
 - Disabled employees can be an excellent asset to your team, don't underestimate them based on their disability.
 - The need for adaptations does not take away from your employees ability to do a good job.



"A good employer is someone with patience, understanding of disabilities, someone who respects you."

Educate your workforce

Make sure your staff have good disability awareness. Work with disabled staff members to educate the rest of your workforce. Include disability awareness training as part of your staff training. You can contact us to find out more about the disability training and awareness sessions we offer.

Having a disability aware workforce will not only support disabled employees but will also benefit your customers.

"Some people do not understand my disability- because I have good verbal skills it masks my learning difficulties. My employer now understands but some colleagues do not realise and this is a problem sometimes."