



INCLUSIVE

WORKFORCE SOLUTIONS PTY LTD

AN ONLINE EDUCATION PLATFORM ON INCLUSION IN THE WORKPLACE

Inclusive Hiring Checklist for NDIS Participants

This checklist ensures an inclusive and accessible hiring process for NDIS participants, fostering a diverse and supportive workplace.

1. Job Description & Posting

- ✓ Use plain language and avoid complex jargon.
- ✓ Highlight a commitment to hiring people with disabilities.
- ✓ Clearly state that reasonable adjustments and accommodations are available.
- ✓ Focus on skills and strengths rather than traditional qualifications.

2. Recruitment Process

- ✓ Advertise through disability employment services and NDIS networks.
- ✓ Use accessible job platforms and community organizations.
- ✓ Offer application materials in multiple formats (e.g., easy-read, audio, Braille).
- ✓ Ensure recruiters are trained in disability inclusion and unconscious bias.

3. Application & Screening

- ✓ Allow for different ways to apply (e.g., video, verbal, written).
- ✓ Use a strengths-based approach in evaluating applicants.
- ✓ Avoid automated screening tools that may disadvantage neurodivergent applicants.
- ✓ Train HR teams on disability awareness and inclusive assessment methods.

4. Interview Process

- ✓ Provide candidates with questions in advance if requested.
- ✓ Offer flexible interview formats (e.g., virtual, in-person, supported).
- ✓ Allow support persons, interpreters, or job coaches if needed.
- ✓ Focus on practical skills and abilities rather than traditional interview performance.

5. Selection & Hiring

- ✓ Assess candidates based on their strengths and potential.
- ✓ Be transparent about workplace accommodations and support options.
- ✓ Ensure hiring decisions align with diversity and inclusion commitments.
- ✓ Provide clear feedback and next steps to all applicants.

6. Onboarding & Workplace Support

- ✓ Ensure workplace adjustments are in place before the start date.
- ✓ Provide disability awareness training for all staff.
- ✓ Assign a mentor or buddy for ongoing support.
- ✓ Encourage open communication about needs and workplace adjustments.
- ✓ Regularly review and improve inclusion strategies based on employee feedback.