Checklist to ensure fair and equitable recruitment and selection processes of staff with disabilities

	Action	Resources / Web link
Job analysis and job description	- Re-analyse the job to ensure avoidance of assumptions which may indirectly exclude someone - Be clear about what the job entails, what is essential or desirable - Essential requirements must be inherent to the job - Emphasise the outcomes required and not the method you think suits the job – there may be other ways of doing it; eg; 'be able to travel extensively' rather than 'have a drivers licence' - Job description to be clear and complete to allow applicants to assess accurately whether they could fulfil the job requirements	[Staff with Disabilities Policy](#) [Staff with Disabilities and their Managers Guidelines](#) [Equity Policy and Procedures](#) [Recruitment, Appointment and Induction Policies](#) [Merit Relative to Opportunity Policy and Procedures](#) [Flexible Work Policy](#)
Selection criteria	- Criteria must reflect the inherent requirements of the position - Selection criteria are benchmarks against which applicants can be assessed thus need to be able to be measured	[Recruitment, Appointment and Induction Policies](#)
Selection panel	- Aim for a diverse panel which will assist in preventing tunnel-vision prejudice - Panel members should have an understanding of recruitment and selection techniques and equity considerations - If you know an applicant(s) have a disability, consider including a panel member with a disability	[Equity Policy and Procedures](#) Advice and training for selection panels is available from the [Equity Office](#).
Advertising	The advertisement should be reflective of the position	[Human Rights Act](#)

	• description and selection criteria • Avoid any direct or implied bias • Consider using photos which reflect staff &/or students with disability in any promotion • Advertise in a variety of formats; digital, print, radio • Ensure digital formats are suitable for adaptive technology • Provide more than one way to respond to and access job information and allow flexible formats in responses	• [Recruitment, Appointment and Induction Policies](#)
Shortlisting and telephone screening	• Ensure a robust, structured and consistent process • Shortlist against the essential criteria • Prioritise criteria and method of assessing prior to viewing applications • Take care in using disability-related information as a basis for making discriminatory decisions • Consider merit relative to opportunity in assessing candidates performance where there may be career gaps or periods of reduced productivity	• [Equity Policy and Procedures](#) • [Recruitment, Appointment and Induction Policies](#) • [Merit Relative to Opportunity Policy and Procedures](#)
Information gathering	• Use structured, consistent and robust processes • Use a variety of (accessible) information gathering methods; interview, work-based tests, presentation, referee reports etc	
Interview	• Ensure venue and process is accessible and appropriate; If necessary ask the interviewee if they require any reasonable adjustments to the interview; eg; sign interpreter • Give clear and specific directions to the interview location • If it appears that an applicant's disability may inhibit their performance of inherent requirements of the job it is appropriate to ask whether it may affect how they do the job and what reasonable adjustments, if any, they need to assist them to do the job • Avoid asking personal or intrusive questions about the person's disability • Avoid assumptions about what people with a particular disability can or can't do	• [Providing Reasonable Accommodation](#) • [Flexible Work Policy](#) • [Merit Relative to Opportunity Policy and Procedures](#) • [basic etiquette when meeting a person who is blind or has low vision](#) • [How to guide a person who is blind or has low vision](#) • Accessible parking for staff with permanent disability carparking@auckland.ac.nz. • Accessible parking for staff with temporary disability [Accessible Parking Application Form](#)

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Equity Office – Te Ara Tautika, University of Auckland

	• Be aware of your own reactions, biases and preferences	
Testing	• Ensure any tests, presentations required etc are non-discriminatory • Ensure accessibility and make reasonable accommodations if required; eg, sufficient time, appropriate formats, ability to use adaptive methods	
Referee reports	• It is appropriate to seek information on reasonable adjustments that assisted the applicant • Avoid questioning around the nature of the applicants disability • Ensure questioning is consistent with that for other applicants	
Decision making	• Watch for bias and arbitrary discrimination and ensure you can justify all decisions • Consider reasonable accommodations which may be required • Seek further advice on possible reasonable accommodations if necessary	• Human Rights Act • Recruitment, Appointment and Induction Policies
Prior to start	• Ensure non-hostile workplace, particularly if reasonable accommodations have been made to the position or office organisation • Provide any briefing or training of existing staff to ensure they are aware of best practice • Ensure any reasonable accommodations are in place before the appointee starts	• Staff with Disabilities Policy • Staff with Disabilities and their Managers Guidelines • Providing Reasonable Accommodation
Orientation	• Provide information on library services and IT specialist functions if required • Provide information on accessible car parking • Provide information on any adaptations to emergency evacuation procedures	• Recruitment, Appointment and Induction Policies
Follow-up	• One/three month check that all procedures are working and identify any further strategies that may be required	

Useful External References

[Employing Disabled People Toolkit](#) EEO Trust

[Getting a Job; an A-Z for employers and employees](#) [HRC Pre-Employment Guidelines](#) Human Rights Commission

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For further information contact the Equity Office – Te Ara Tautika, East Wing ClockTower.

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