



## 5 Ways to Win



Five tips towards more inclusive recruitment.

*Consider 'tweaking' conventional approaches to recruitment to increase inclusive practices and your chances of attracting a neurodiverse workforce.*

### 1. Be realistic about 'essential' versus 'desirable' skills and qualities for the role.

So many skills can be taught on the job, and so many educational qualifications have little significance for the actual demands of many jobs. Comb through the job description and remove any 'requirements' that will deter competent candidates from applying.

### 2. Provide a window into working life.

A short video tour of the working environment helps candidates to picture unfamiliar settings. Also, a brief outline of a typical day will enable candidates to get some sense of routines, demands and the nature of the work required. These insights remove the top layer of uncertainty and apprehension that can act as a barrier to applying for the job.

### 3. Consider alternative application procedures.

How about multiple choice questions? Downloadable forms to allow for a practice run? Or perhaps you'd welcome a portfolio of work to showcase candidates' existing skills? Equally, 'on the ground' observation of a candidate can show you what you need to know, either in the form of a video CV, or a workplace trial, during which you can evaluate their competence over time.

### 4. Provide detail and options for interviews.

To alleviate some of the stress, share the interview questions in advance and provide a clear and explicit outline of the format, venue and attendees on the day. If the interview will be conducted remotely, offer options to suit individuals: telephone, video on/off etc.

### 5. Invite candidates to share their support needs.

Show your positive attitude to diversity and inclusion by being the first to start the conversation about their needs and accommodating any reasonable adjustments. These usually carry little or no cost, and you can offer to support them with their Access to Work application to get this started.

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