

# Making recruitment fair

## 6 tips for accessible recruitment

Accessible recruitment processes promote the value of diversity in the workplace and broaden your pool of applicants, increasing your chances to attract the best person for the role. Accessible recruitment also supports you to meet your obligations under the *Disability Discrimination Act 1992 (DDA)*.

### Know

#### **You have obligations under the DDA.**

It is unlawful to discriminate against a person because of their disability in many areas of public life, including employment. A person with disability has the right to the same opportunities for employment as a person without disability.

#### **As a workplace, your service must make reasonable adjustments for a person with disability.**

A reasonable adjustment could include a change to a work practice, process or the environment that supports the employee to perform the essential requirements of their role on the same basis as a person without disability.

### Think

#### **Mutual respect helps your team to view diversity as a strength.**

Diverse perspectives in reflections, leadership and decision-making benefit everyone. Reflect on any underlying misconceptions about employing educators and staff with disability that you might need to address with your team. Understanding the expectations and attitudes of others and building on each other's knowledge will nurture professional and respectful relationships within the team.

#### **A collaborative approach benefits the whole team.**

This helps all leaders, educators, and staff to work to their strengths and benefit from each other's skills, knowledge and experience.

### Do

#### **Review your recruitment policies and practices.**

Consider developing a diversity statement for recruitment that demonstrates your commitment to accessible recruitment practices. Ask applicants if they need any adjustments before coming to an interview.

#### **Plan and budget to make your workplaces accessible.**

Making provisions in your budget now will help your service to be better prepared to support people with disability in the future.



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