

Inclusive strategies RECRUITMENT



This resource can help you explore your recruitment processes and ways you can be more inclusive for Autistic and autism communities. Consider these inclusive strategies:

Knowledge, awareness and understanding	<ul style="list-style-type: none">• Undertake training in autism so you can increase your knowledge, awareness, understanding and confidence to support Autistic employees• Offer training and opportunities for increasing knowledge, awareness and understanding to all employees.
Job descriptions	<ul style="list-style-type: none">• Use clear language and avoid too many words• Use plain English• Be specific about skills and experience required for the role with examples• Encourage Autistic people to ask questions about the job description
Advertisement	<ul style="list-style-type: none">• Utilise multiple and alternative advertising methods• Build your networks of disabled and Autistic organisations for help to promote your jobs• Highlight the ways you support inclusion and diversity.
Applications and reasonable adjustments	<ul style="list-style-type: none">• Allow applicants to submit requests for adjustments at any time• Consider requests for time extension to submit job applications• Consider allowing alternative formats for application materials• Offer support throughout the application process. If this is a contact person, this person should have good knowledge, awareness and understanding of autism.
Alternative recruitment options	<ul style="list-style-type: none">• Be aware of financial assistance options that can support you to employ Autistic people.

By implementing this guidance, you are making a meaningful start in recognising Autistic strengths and all the ways that autism works. Contact the Office for Autism for more help!