Employers for Change

Employer Disability Information Service

Creating an Inclusive Job Spec

Language

Use plain non-biased language, for example, 'Role requires person to be stationary for 4 hours per day' instead of 'role requires person to stand for 4 hours per day.'

Layout/Format

Make sure the job spec is in a clear format, 12pt minimum size using an accessible san serif font such as Arial. Ensure that you have alternative formats if needed by an applicant and that all documents are accessible, for example PDFs must be tagged for screen readers, Word Documents must have clear headings and running order etc. Any imagery should be accompanied by an alternative text description, which is a function of most software programmes. Any hiring website should follow these same guidelines and be fully accessible to **WCAG standards**.

Inclusion Statement

State the company's commitment early on in the spec. Welcome applications from people of diverse backgrounds and give details about accommodations which will be offered along with two or more methods of contacting the organisation to request these.

For example: XXXX welcomes applications from people of diverse backgrounds and abilities. We are committed to providing reasonable accommodations for applicants and employees with a disability. Should you have a reasonable accommodation request please email xxxx or call xxxx.

It is also useful to include a video on your hiring page about the company's values and show the diverse employees within the organisation.

Competency Based Description

Remember a job spec describes the core functions of a job not the individual who fills it. Used competency-based descriptors and be very clear on what is a core requirement e.g. does the person need to be a strong communicator, or do they need to have strong written communication skills. Do they need access to a car or access to transport? This is very important in creating inclusive job specifications.

Communicate Benefits

It is important that the company communicates the benefits it offers especially those such as flexible working hours or remote work opportunities. Flexibility in how work is carried out is appealing.

Environment

Sharing details of the environment such as a 3D video of the store or office or indeed stating if the building is listed and only has step access is useful for people with disabilities with access requirements. Below is an example from a description which describes the physical movements required for a role as well as the environment:

Physical Movements
Because this role does not require employees to travel to customer locations, physical movement to perform this role is considered to be limited to the ability to competently use a laptop/PC/phone.

Physical Environment
Modern workplace office environments which is accessible to those with reduced mobility. We are happy to provide more detail if required. Currently, under the covid restrictions, all employees re working remotely and it is expected that you have access to a suitable working from home environment.

Useful Resources:

[Inclusive Recruitment Links - Employers for Change](#)

[InclusivityEmploymenttoolkit.pdf (opendoorsinitiative.ie)](#)

[Creating a Disability Inclusive Workplace - Job Descriptions Interviews and Assessment_0.pdf (unv.org)](#)

[A plain English checklist for documents - Nala](#)

[FAQs - Positive and proactive recruitment - Business Disability Forum](#)

[Attracting and hiring disabled candidates - Business Disability Forum](#)

['Offer an interview' schemes - Business Disability Forum](#)

[A user's guide to video conferencing apps - Business Disability Forum](#)

[Managing adjustments - Scenarios (Part 1) - Business Disability Forum](#)

[Managing adjustments - Scenarios (Part 2) - Business Disability Forum](#)
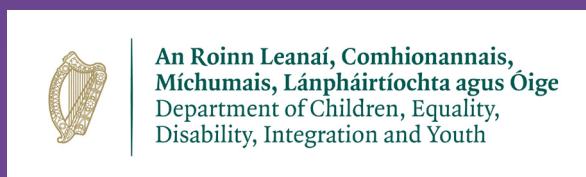
[Tailored Adjustments Plans, Passports and Agreements - Business Disability Forum](#)

[How to write inclusive job ads ? | Morgan McKinley Recruitment](#)

[Disability Employment and Inclusion: Your Guide to Success (autismspeaks.org)](#)

Employers for Change

Employer Disability
Information Service

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An Roinn Leanaí, Comhionannais,
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