

## **6 Advertising and Recruitment**

To prepare your organisation and recruiters for hiring people with a learning disability it is helpful to start thinking about the advertising and recruitment process early. Tapping into the local networks will help reach your target audience more easily.

Often people with a learning disability are hesitant in applying for roles. Pre-employment support will encourage applicants to apply for roles by increasing their confidence that the NHS is committed to employing people with learning disabilities. As a part of pre-employment support individuals and families should be given clear and accurate information about job conditions and requirements.

### **6.1 Advertising**

Advertising solely on NHS Jobs may not be enough to reach everyone who might be able to do the job. Building local networks will help you reach the largest possible pool of candidates. Some examples of alternative locations for advertising could include: participating in jobs fairs; sharing the advert with local partners who work with people with learning disabilities (such as the disability and employment advisor at your local Jobcentre Plus, VCSEs, and Adult Social Services departments).

### **6.2 Accessible Applications**

Applications need to be available in an accessible form. Key considerations are:

- easy read job descriptions and application forms – use clear simple language;
- have clear descriptions of the job and tasks that need to be done;
- do not ask for qualifications that are not directly related to the tasks of the job;
- flexibility in how candidates apply – offer alternative application formats .

### **6.3 Selection Process**

The design of the selection process will also need to be considered to ensure that you are giving applicants the best chance to show their skills for the job. This may mean moving away from a traditional interview-only format. Some examples of adjustments to the selection process are:

- conduct the selection process through an assessment centre where candidates can trial aspects of the job;
- have an informal atmosphere with a small panel;
- allow for longer interviews;
- consider giving the questions ahead of time;
- keep questions to assess their ability to do the job at hand;
- group exercises;
- consider having someone with a learning disability on the interview panel;

- allow people to do an extended work trial whereby they actually do the job for a few weeks and even if they do not want the job or are not suitable for the job, they will gain experience to put on their CVs.

## **Getting to the Interview**

Provide clear instructions for how to get to the interview location in an easy read format, and who to contact on arrival.

## **Feedback to Unsuccessful Candidates**

It is good practice to give detailed feedback to unsuccessful candidates so they can improve. For many people with learning disabilities this may be their first job interview. To prevent them from being discouraged, positive and specific feedback on areas to improve is good practice. Additionally, managers can provide job trials or internships to help unsuccessful candidates build up their skill base.

## **6.4 Pre-employment checks**

### **6.4.1 Identity Checks**

All the same pre-employment checks will apply for people with learning disabilities, such as identity checks (see the NHS Employers [identity check standard](#) for a comprehensive overview) and rights to work in the UK (see the Home Office '[Full guide for employer on preventing illegal working in the UK](#)').

### **6.4.2 References**

References are also an important part, and may be more challenging for people with learning disabilities who may have limited employment experiences to draw on. References should be sought to try and build up a picture about a person's suitability for certain role, and can come from non-employment sources where they are not available, such as volunteering activities, and/or training. Where the person cannot provide a suitable referee from any of these sources; character or personal references may be sought as described by the [employment history and reference check standard](#).