

# Recruitment Protocol

- enabling a more disability competent recruitment industry



There is a widespread concern that recruitment agencies generally fail to provide employers with suitable disabled candidates, which in turn exposes the employer to legal and reputational risk. This Recruitment Protocol has been designed with leading employers and the recruitment industry, to make it easier for both parties to define and deliver the good practice which will deliver business improvement.

Organisations which use the Recruitment Protocol will minimise the risks associated with 'disability incompetent' recruitment - and maximise their talent pool by only using agencies which can demonstrate the necessary level of commitment and disability competence. Business Disability Forum is making available a practical toolkit to it's members wanting to quickly work with their suppliers to enhance business performance.

## This 'Recruitment Protocol Toolkit' includes:

Document:	Use of document:
Executive Declaration	To be signed by Business Disability Forum Member or Partner
Recruitment Protocol - ten key requirements for barrier-free recruitment	Corporate clients can provide this to their recruitment suppliers and partners



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## Executive Declaration



As a member of Business Disability Forum we are committed to working more closely with our recruitment suppliers to ensure they are welcoming to disabled job seekers and that they make their processes barrier free. We will provide our recruitment suppliers with the Recruitment Protocol and the Recruitment Service Provider Charter which lists ten key recruitment requirements. We will work closely with our agencies to ensure their compliance.

Our commitment to use the Recruitment Protocol will be promoted on Business Disability Forum's website.

**Signed** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

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## Ten key requirements for barrier-free recruitment



### Our recruitment partners - will:

1. Actively seek and welcome applications from disabled candidates.
2. Ensure that every step of the recruitment process, including online recruitment, is attractive and barrier free for groups of disabled people i.e. people with hearing, mobility, sight or speech impairments. For guidance please refer to <http://businessdisabilityforum.org.uk/talent-recruitment> (Business Disability Forum website).
3. Have provided disability training to all employees on their legal obligations as a supplier of recruitment services.
4. Check all job descriptions and person specifications to ensure that they concentrate on output rather than process, so that they do not inadvertently discriminate against disabled people.
5. Have checked all assessments and interviews, including by telephone or online ensuring that they are free of bias and that reasonable adjustments can be made to enable disabled candidates to demonstrate their ability to do the job.
6. Offer to facilitate work trials and extended interviews for candidates disadvantaged by traditional assessment techniques, where appropriate.
7. Engage with Access to Work and other government agencies that support disabled candidates.
8. Have processes which ensure on site provision of any reasonable adjustments and support that temporary workers might need, as required by the Agency Workers Directive.
9. Provide feedback to unsuccessful disabled candidates or candidates from disadvantaged groups more generally.
10. Monitor the number of candidates who say they have a disability, and how successful they are in obtaining work through their agency.



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