

8 ways to Employ ability

- 1.** The success of any business depends on having the right people in your workforce. When recruiting, ensure you don't limit your talent pool and overlook the skills disabled people and those with long-term health conditions have to offer. Focus on who has the right skills for the position.
- 2.** Find out what the law says and how it affects you as an employer at www.dwp.gov.uk/employability/faq. Remember that the law only requires you to do what is reasonable.
- 3.** Find out more about the many types of disability - you often can't tell just by looking at someone whether or not they are disabled. You're probably already employing someone who is disabled or has a long-term health condition without knowing it.
- 4.** Are your recruitment practices fair and open to disabled people and those with long-term health conditions? Take time out to look at your policies and procedures. For example, simply by having accessible application forms and interview venues could encourage more people to apply for positions.

Employ ability.

An initiative from the Department for Work and Pensions

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- 5.** Don't make assumptions about disabled people and what they are able to do. Ask the person about their skills and any adjustments they may need to do the job. Making adjustments needn't cost a lot of money and in some cases, costs nothing at all. Many are just about doing things a little differently.
- 6.** Employing a disabled person is no more of a risk than employing anyone else - and a disabled applicant may have talents that could really benefit your business. For example, their experience could increase your knowledge of dealing effectively with disabled customers. Ask yourself, why exactly can't we employ a disabled person?
- 7.** Non-disabled people can feel intimidated about how to address disabled people for fear of saying the wrong thing. Look for more advice at www.dwp.gov.uk/employability/faq
- 8.** Ask for advice - you are not expected to know everything all at once. Get advice on opening your vacancies up to disabled people from the Disability Employment Advisor at your local Jobcentre Plus or find more information at www.dwp.gov.uk/employability