

See the potential within



Recruitment

It is essential that you comply with the law when you are recruiting. Going a step further will help gain the benefits of diversity. Recruitment can be costly and time consuming and getting the right candidates can be tricky. By changing your practices, you may reduce the time and resources used. By selecting from a wider labour pool, you will increase your chance of getting the right candidate for the job.

Recruitment tips

- **Job Description & Application**
Focus on the tasks and build your job description around these. Remember, it's about the job that needs to be done, not the person doing it.
Don't add unnecessary selection criteria e.g. length of work experience, ability to drive, gender, age etc.
Consider wider experience when assessing suitability for the job.
Use an accessible format, check for readability and plain English.
- **Advertising**
Consider using a combination of methods i.e. on-line, or different formats like large print.
Place the advert in a range of different venues i.e. Jobcentre Plus, community venues and free newspapers.
- **Interview**
Consider working interviews as an alternative to panels.
Take a structured approach and record decisions.

MARRIOT HOTEL, Glasgow Patricia Rainey, HR Cluster Manager

"You take a risk every time you employ someone. However, with supported employment, you know more history and background. We recruited a young man through supported employment. He's been with us over 5 years, has his own flat, learned to drive and has a car. I'm proud to say that he's turned his life around working here."

Further Information

You will find further advice and guidance from the following web addresses:

- www.susescotland.co.uk
- www.equalityhumanrights.com
- www.acas.org.uk
- www.jobcentreplus.gov.uk
- www.cipd.co.uk
- www.dti.gov.uk



**Scottish Union of
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BORDERS BOOKS

The Borders Book store in Buchanan Street Glasgow has been open since 1998 and employs 82 people. The diversity profile is a good mix of age, gender, ethnic minority and disability. The normal route for employment is through submission of a C.V. and these are from predominately university graduates.

A national training agency, Enable Scotland, approached Borders Books to see if they would be willing to employ a young man with learning difficulties, including a speech impairment. He had store room experience and was looking to work within the city centre.

Graham Wilson, Operations Manager was willing to meet with the Employment Consultant from Enable to look at flexible options within the recruiting process. They agreed to suspend the normal interview panel format and offered the young man a working interview. This proved to be very successful as it allowed the young man the opportunity to demonstrate the skills he had to bring to the organisation and he was subsequently offered a full time job.

Graham was honest and said he would never have thought of looking at alternative ways of recruiting, but added that it's not rocket science - all you have to be is flexible! Borders Books have now built up a good working relationship with many of the support agencies working in Glasgow.

Benefits to Borders Books:

- No recruitment costs
- Improved disability awareness of existing staff
- A workforce that is more reflective of the community it serves

"Employers shouldn't be frightened to take a chance by doing things differently. It opens up a whole new workforce. It's better for business and it's better for staff." **Graham Wilson, Operations Manager, Borders Books, Glasgow**

OPTOS, FIFE

Optos is a company who provide retinal imaging equipment. The company recruit with an open, fair and inclusive approach and always consider what adaptations or changes can be made to accommodate potential employees.

Disabled applicants are given more time to complete a manual dexterity test and are paired with another trainee in a 'buddy' system in the first few months of work, for additional support.

One employee, Craig, was in a coma for 3 months with a virus which affected his brain, memory and body. With guidance from Fife EmployAbility Team and Momentum, he gained a job as an assembly technician at Optos. He receives ongoing training and gets support from the Workstep programme.

Human Resources Manager Judith Adamson stated "We've been so impressed with the results we've had. The more we've put in the more we've got out. We have a more open and flexible view of taking on anybody with disabilities because it's been so successful."

"Optos is open to all applicants and we always review each applicant against the job criteria rather than against each other."

"We are aware of our obligations as an employer to recruit in an open, fair and inclusive approach and we will always consider what adaptations or changes we can make in order to accommodate potential employees."

"In Craig, we have recruited an excellent employee whose commitment and drive to learn has been inspirational for our team. It has proven to be an entirely positive and highly rewarding approach."



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