**AIM:** Provide an evidence base to develop a University based approach including relevant policies and procedures for the attraction and recruitment of employees with disability.

**METHOD:** To actively place all externally advertised positions between July and October 2022 into one of the following groups.

<table>
<thead>
<tr>
<th>1 Standard Process</th>
<th>2 A focus on advertising</th>
<th>3 Partner with providers</th>
<th>4 Multifaceted approach</th>
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</thead>
<tbody>
<tr>
<td>× No additional support or considerations provided.</td>
<td>✓ Research advertising trends and ensure our advertisements are attractive &amp; inclusive. ✓ Post roles on Toozly (largest job board in Australia for people with disability). ✓ Provide selection committee &amp; CoS HR with awareness training &amp; coaching.</td>
<td>✓ Seek Chief People Officer approval to use Disability Employment Services (DES) providers ✓ Provide selection committee &amp; CoS HR with awareness training &amp; coaching.</td>
<td>✓ The use of initiatives from groups 2 &amp; 3.</td>
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**HIGH LEVEL RESULTS:**

- **3 candidates** with disability employed
- **6%** candidates identified with disability
- **6** DES providers engaged
- **11** selection committees provided awareness & unconscious bias information
- **100%** HR confidence to support adjustment requests
- **3** organisations reviewed process as ‘best practice’
Objectives

Explore opportunities to expand disability awareness and the confidence to support candidates with disability.
- CoS Human Resources
- Selection Committees

Test recruitment approaches to expand our pool of candidates with disability by developing relationships with DES providers, posting jobs on Toozly and testing the breadth and quality of candidate pools.

Explore methods to improve the attraction of candidates selling the benefits of working at ANU.

Explore methods to improve the candidate experience in a way that creates trust to enable disclosure and the provision of support or adjustments.

Process

HR team provided:
- A workshop on disability awareness, reasonable adjustment, DES providers and methods to improve the candidate experience.
- Recruitment and induction process flowcharts.
- Template emails.
- Conversation guides and FAQs.
- Weekly Officer/Advisor discussions to workshop concerns and build confidence.

Selection Committees provided:
- Disability awareness information.
- Appropriate interviewing for groups 2, 3 & 4.
- Methods to mitigate unconscious bias (groups 2, 3 & 4).

Chief People Officer approval to engage 6 DES providers:
- Lead Personnel Group.
- APM.
- Max.
- ArtWork.
- Nexus.

Established a contact point for each provider and met to understand their services, candidate pools, and methods of sharing and filling vacancies with candidates.

12 month subscription to Toozly (largest job board for people with disability).

Two providers (LEAD and Personnel Group) were responsive to requests.

Only 6 candidates provided for 9 positions, 0 candidates shortlisted.

More CVs were provided for casual positions, 9 CVs for 4 positions. Candidates provided for Professional (Technical) roles were not suitable.

Candidates provided for Professional (Administration) roles were suitable with 1 candidate receiving an offer.

Toozly platform flooded with NSW Government and Toyota jobs, difficult to build brand recognition with candidates in a 3 month pilot.

Despite this, positive number of views per day:
- 5.3 for Academic positions.
- 5.8 for Professional positions.

Unfortunately, 0 applications received through the Toozly platform.

Increase in the average number of candidates (applications) for jobs using the new advertisement template (up from 15 to 19 candidates).

No increase in the number of candidates seeking adjustments for positions using the new advertisement text. This number was skewed as the majority of internationally advertised positions used our standard advertisement text where there was a large number of applicants requesting interviews by zoom (this is recorded as support/adjustment).

3 organisations (UQ, Lead and ArtWork) reviewed the recruitment process, advising it was 'best practice'.

2 candidates with disability provided an offer.

Both candidates were identified through the recruitment form and provided adjustments during induction. Both candidates noted the process was positive, supportive and helpful with the transition to working at ANU.

Candidate survey:
- 91% of candidates felt comfortable to ask, or did not need, adjustments or support.
- 6% of candidates identified as a person with disability.
- 75% of candidates advised nothing was required to improve our practices. Main suggestion was to move disability/adjustment questions to the start of the application.

Results

HR before and after confidence survey showed:
- Training and materials improved confidence with an average score of 9/10.
- Confidence scores improved in all areas including providing advice on reasonable adjustments (10/10), writing advertisements (8/10).
- Uncertain bias and disability awareness (7/10).

For Selection Committees:
- All selection committees opted in to groups 2, 3 and 4 and were provided disability awareness and unconscious bias information.
- All committee feedback noted the information was helpful and led to conversations on methods to manage bias.
- Managers choosing group one noted assumptions regarding staff with disability such as high sick leave or case management needs as well as not approving of changes to advertisement text.

Recommended

All templates, conversation guides and flowcharts have been incorporated into ongoing practices and HR staff training.

Disability awareness information and methods to mitigate unconscious bias have been incorporated into standard advice to hiring managers.

The HR team will continue to provide education to hiring managers through national and international studies including that people with disability generally have fewer sick days and less workplace accidents.

Seek CPD approval to use DES providers for entry level professional and casual professional positions.

Consider open days, work experience placements and attendance at disability expos to build engagement and brand recognition.

Communicate these opportunities through DES providers to improvement applicant numbers.

Consider developing an ANU pool of candidates with disability, refreshed every six months.

Continue using Toozly for both Academic and Professional positions and evaluate in 2023.

Use the new advertisement template for all positions, across all schools.

Undertake user testing in 2023 to further refine the promotion of certain benefits or entitlements to different candidate pools.

Explore opportunities to move supporting text on the CoS Diversity and Inclusion webpage to the external jobs page on ANU Recruit.

Continue using the revised recruitment and induction process for all advertised positions to ensure candidates are supported and adjustment needs are met.

Communicate the process to all HR team across campus at the next Community of Practice.

Work with HR Systems to move disability & adjustment questions to the top of the application form, provide additional flags in ANU recruit to easily identify adjustment requests and include demographic information in recruitment reports and improve access for HR staff.