



Recruitment Strategy

Recruiting for Marginalised People and Persons with Disabilities in Queensland

This recruitment strategy is designed to help organisations in Queensland attract, support, and retain talent from marginalised groups, with a specific focus on Persons with Disabilities (PWDs) in Queensland, Australia. By embedding Diversity, Equity, and Inclusion (DEI) principles into every stage of the recruitment process, an organisation can build a more inclusive and innovative workforce.

Strategy Component		Action
1	Organisational Commitment	<p>i) Define and Communicate DEI Goals</p> <ul style="list-style-type: none">Clearly outline the organisation's commitment to Diversity, Equity, and Inclusion (DEI) with specific targets for hiring PWDs.Integrate DEI as a core value within the organisation's mission, vision, and strategic objectives. <p>ii) Inclusive Policies and Practices</p> <ul style="list-style-type: none">Develop policies that support the inclusion of PWDs, including anti-discrimination measures, flexible working arrangements, and training on cultural competency.Appoint DEI officers or establish committees dedicated to advocating for inclusive policies within the organisation.



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2	<p>Job Advertising and Outreach</p> <p>i) Inclusive Job Descriptions</p> <ul style="list-style-type: none">• Use gender-neutral and inclusive language in job descriptions..• Avoid unnecessary qualifications that could deter candidates with disabilities.• Highlight the organisation's commitment to diversity and explicitly encourage applications from PWDs. <p>ii) Targeted Outreach</p> <ul style="list-style-type: none">• Partner with organisations and networks that support PWDs, such as disability employment services and related community groups.• Attend job fairs and community events that focus on diverse talent pools, particularly those aimed at PWDs. <p>iii) Accessibility</p> <ul style="list-style-type: none">• Ensure job postings and the application process are accessible to PWDs by using accessible platforms and offering alternative formats if needed.
3	<p>Application Process</p> <p>i) Blind Recruitment</p> <ul style="list-style-type: none">• Implement blind recruitment techniques to remove names, addresses, and other identifying information from applications to reduce unconscious bias.. <p>ii) Diverse Recruitment Panels</p> <ul style="list-style-type: none">• Ensure recruitment panels are diverse in terms of gender,race, age, and disability, bringing various perspectives to the selection process.• Provide training for recruitment panels on unconscious bias and inclusive hiring practices. <p>iii) Transparent and Equitable Process</p> <ul style="list-style-type: none">• Communicate the recruitment process, timelines, and selection criteria clearly to all applicants.• Use structured interviews with standardised questions to ensure consistency and fairness.
4	<p>Interview Process</p> <p>i) Accommodations for Candidates</p> <ul style="list-style-type: none">• Offer necessary accommodations for candidates with disabilities, such as interpreters, accessible interview locations, or extended time for assessments.• Provide flexible interview formats, including virtual interviews, to accommodate candidates from diverse backgrounds. <p>ii) Cultural Sensitivity</p> <ul style="list-style-type: none">• Be aware of cultural differences in communication styles, body language, and social norms during interviews.• Respect the identity of candidates by using their preferred pronouns and accommodating their needs throughout the process.



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4	<p>Interview Process</p> <p>iii) Behavioral and Value-Based Questions</p> <ul style="list-style-type: none">• Focus on behavioral interview questions that assess candidates' experiences and values, particularly those related to inclusivity, teamwork, and adaptability.• Evaluate how candidates align with the organisation's DEI goals and values.
5	<p>Selection and Onboarding</p> <p>i) Equitable Decision-Making</p> <ul style="list-style-type: none">• Use a weighted selection criterion that prioritises the organisation's DEI goals alongside technical qualifications.• Avoid making hiring decisions solely based on "cultural fit," and instead consider how candidates can "add" to the culture with diverse perspectives. <p>ii) Feedback and Transparency</p> <ul style="list-style-type: none">• Provide constructive feedback to all candidates, especially those from marginalised groups, to assist them in future job searches.• Be transparent about the selection process and decisions to build trust and credibility. <p>iii) Inclusive Onboarding</p> <ul style="list-style-type: none">• Develop an onboarding process that introduces new hires to the organisation's DEI policies and support networks.• Assign mentors or buddies from diverse backgrounds to help new employees integrate into the workplace.
6	<p>Continuous Improvement</p> <p>i) Regular DEI Audits</p> <ul style="list-style-type: none">• Conduct regular audits of recruitment practices to identify biases and areas for improvement.• Collect and analyse data on the diversity of applicants and new hires to monitor progress toward DEI goals. <p>ii) Ongoing Training</p> <ul style="list-style-type: none">• Provide continuous DEI training for all employees, especially those involved in recruitment, to stay updated on best practices.• Encourage ongoing learning about the challenges faced by PWDs and other marginalised groups and how to support them effectively. <p>iii) Feedback Mechanisms</p> <ul style="list-style-type: none">• Establish channels for employees and candidates to provide feedback on the recruitment process and their experiences.• Use this feedback to refine recruitment strategies and address any issues related to inclusion.



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7	Long-term Retention and Support	<p>i) Career Development</p> <ul style="list-style-type: none">• Offer career development opportunities, mentorship, and sponsorship programs for employees with disabilities to support their advancement within the organisation.• Ensure that promotion and pay raise processes are transparent and equitable. <p>ii) Employee Resource Groups (ERGs)</p> <ul style="list-style-type: none">• Support the creation of ERGs for PWDs and other marginalised communities within the organisation. These groups can provide networking, support, and advocacy.• Actively involve ERGs in shaping company policies and practices. <p>iii) Inclusive Culture</p> <ul style="list-style-type: none">• Foster an inclusive culture where all employees, including those with disabilities, feel valued, respected, and supported.• Recognise and celebrate diverse holidays, cultural events, and contributions from marginalised communities.

