**Self-Assessment Checklist for employing staff with Intellectual Disability**

This checklist can be used as you identify roles for staff with Intellectual Disability that will add value to your organisation. It covers the main areas to be considered to maximise outcomes for the organisation and for new staff with Intellectual Disability. The comments section gives prompts about what can be thought about and included – but there may be other comments that you may wish to make.

|  | **Yes** | **No** | **Comments** |
| --- | --- | --- | --- |
| Can we articulate the reason to recruit a staff member with Intellectual Disability? |  |  | *List the reason/s and the value that will be added – refer to section 3 of the Adding Value to the Workplace Resource Guide* |
| Do our policies and procedures support and encourage the recruitment and retention of staff with Intellectual Disability? |  |  | *Do we have*   * *Equity, Anti-Discrimination and Human Rights policies* * *Accessibility policies (physical and cognitive)* * *A flexible approach to our Human Resource procedures* * *A Diversity Plan that is put into practice* |
| Have we identified role/s where staff with Intellectual Disability can and will add value? |  |  | *List the roles and areas identified with names of contact people (manager and identified buddies)* |
| Has the position description been modified to suit a staff member with Intellectual Disability? |  |  | *Is the position description in clear, easy to understand English?*  *Has the position description been discussed with potential candidates with Intellectual Disability?*  *Is further modification required?* |
| Has a daily task list been developed that will add value to the area where the staff person with Intellectual Disability will be located? |  |  | *Was the task list developed in conjunction with the staff member with Intellectual Disability?*  *What reasonable adjustments were required to the workplace or the role to ensure the highest productivity?* |
| Were candidates with Intellectual Disability supported during the interview process? |  |  | *Was the process of interview explained to the candidates – list whether by phone or in person?*  *Was there a person with lived experience of disability on the interview panel – list name and role*  *Was the candidate given the opportunity to bring a support person along to the interview* |
| Were the questions asked in the interview directly and concretely related to the role advertised? |  |  | *How many questions were shared with candidates prior to the interview?*  *Could the questions have been framed to achieve a better result at interview? If so, in what way?*  *Was the candidate able to provide the necessary documents at interview? If not, what were the gaps in the pre-interview information?* |
| Was the successful candidate chosen against pre-determined criteria and a rating process? |  |  | *Comment about what the skills, experience and knowledge the successful candidate has that makes them the best person for the job* |
| Was the normal induction process for this, or similar roles, modified to meet the needs of staff with Intellectual Disability? |  |  | *Comment on how induction took place around:*   * *The organisation* * *Policies and procedures, including Work Health & Safety* * *The team and expectations* * *The role and tasks* * *Ongoing support and professional development* |
| Was feedback given to all candidates? |  |  | *Comment on how feedback was given to ensure potential candidates with Intellectual Disability can further develop their chances at finding paid employment* |
| Have ongoing supports been put into place to give the staff member with Intellectual Disability the best chance at maintaining their job and adding value to the organisation |  |  | *Has a key person been identified who can be contacted by the staff with Intellectual Disability on a daily basis, especially at the start of a job? Name and contact details.*  *Has the staff member with Intellectual Disability been introduced to the team, with a buddy identified to help them belong? Name and contact details.* |