Tips to improve the recruitment process

Stronger job descriptions

Driver's licence

Does the candidate really need a driver's licence to undertake the essential duties of the job? If a person can do the job by using public transport, a taxi or Uber, then modifying this requirement will encourage job seekers with a vision condition to apply.

Preferred criteria

Check if any of the 'preferred' criteria in the job description could hinder people with a vision condition from applying. In some instances, people with a vision condition may have less experience due to the challenge of securing employment. Consider if the criteria are really essential or just preferred.

Contact person

Ensure the contact person who responds to enquires from job seekers is confident in handling enquiries from people who are blind or have low vision. Often the contact person is not familiar with responding to someone with a disability and assumes someone with a vision condition is unable to undertake the job.

Provide a WORD version of the position description or make sure the PDF is accessible.

Did you know?

People who are blind or have low vision are skilled in using shortcuts and alternate methods, which often means they are likely to be faster when using technology like a computer than their sighted peers.

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Interview stages

Be clear about the interview stages

Be open about the recruitment stages and what is involved in each step of the process. By doing so, the candidate can tell you if there is a step that is inaccessible. They will also indicate if it is easier to use their computer with assistive technology to complete the task.

Did you know?

A person with a vision condition typically uses technology to undertake their job. That's why they're just as efficient (if not more) as their sighted peers.

Provide assessments in accessible formats

You could lose an excellent candidate through the recruitment process just by having an assessment that is inaccessible to someone with a vision condition. For example, visual tests involving candidates to match colour and shapes are not suitable for someone who is blind or has low vision. If you are unsure if your assessment is accessible, you can contact a specialist to determine the accessibility of your assessment.

Even written online tests developed without accessibility in mind can prevent candidates with a vision condition from participating.

Determine if it is suitable to capture this information in an alternative way such via phone or video application.

Other tips

1. Check with the program provider if their online test platform enables screen reading and screen magnifying technology.

2. For any online tests, add an introduction that covers what the test involves and a helpdesk number for candidates to call if they have any issues. Please ensure the helpdesk number and emails are handled and responded to.

Did you know?

You may never meet the right candidate for a job. Some recruitment steps are inaccessible to someone who is blind or has low vision. Without an alternative, a great candidate is blocked from reaching you.

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Interview day

- ☐ Provide specific instructions on how to get to the interview location.

- ☐ Check if the candidate would like to be greeted at the reception or outside the building.

- ☐ See if the candidate would like to be guided to the room. Offer your elbow for them to hold if they say yes.

- ☐ Ensure the room is well lit.

- ☐ Explain who is in the interview room and where the panel are seated, using terms such as 'to your left is'. Just some simple details can help the candidate visualise where people are in the room.

- ☐ Explain any key visual details that are good for the candidate to know e.g. where the glass of water can be found, note taking by the panel.

- ☐ If you are unsure how a candidate will perform a task due to their lack of vision, simply ask them 'how would you perform the task?'

- ☐ Ask for help from Vision Australia and Job Access. There are lots of supports and funding available to employers hiring someone with a disability.

Did you know?

Government funding is available to cover the cost of specific equipment costs an employee with a vision condition needs.

For more support and advice, contact our employment services on 1300 847 466 or email info@visionaustralia.org.

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