AWARENESS 4CHANGE

Co-funded by the Erasmus+ Programme of the European Union

Training Course for HR Professionals and Employment Mentors

Module IV *'Welcome Diversity'*

Unit A *'Welcoming New Employees'*

What does welcoming new employees with disabilities look like to you? When does it start?

- At the induction period?
- At the application process?
- At the advertisement?
- At the job description?

What are the things you need to think about when welcoming an employee with disabilities?

Assessment of Needs

- Profile exercise (compare and contrast)
- The social model of disability (to what extent is the workplace disabling and how do we tackle this?)
- Reasonable adjustments
- Engaging the rest of the team

But being driven by the contribution that the new employee will make to the organisation.

The Job Description

- Does it overtly or covertly discriminate?
- Does it clearly lay out the tasks and expectations?
- Does it clearly provide a context for the role?
- Does it clearly show the contribution the role makes to the overall organisation?
- Does it encourage applicants from the widest range of relevant backgrounds?

The Advertisement

- Does it overtly or covertly discriminate?
- Does it communicate your ethos and values?
- Does it encourage diversity of applications and therefore make your pool as wide as possible?

The Application Process

- What are you asking interested people to do by way of application? Is this encouraging or limiting diversity of applications?
- How will you shortlist to ensure inclusiveness?
- Who needs to be on the interview panel and what do they need to ask?
- How can you best assess an individual's potential contribution beyond the role itself?

The Induction

- Why this person was chosen and what they bring to the organisation – their contribution
- How will these contribution be realised and developed?
- Who do they need to meet early on to establish strong relationships from the outset?
- Balance input with feedback and reflection
- Communicate organisational values

Post - induction

- Review how the induction has gone against your original aims and expectations – is more time needed?
- What will effective, helpful supervision look like?
- What is the role of managers vis-à-vis co-workers and can a buddying arrangement be helpful?
- How is a healthy, honest, open and productive ongoing dialogue maintained?
- How do you want the employee to feel this time next month? And how do ***you*** want to feel?

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