

7 ESSENTIAL TIPS FOR NEUROINCLUSIVE RECRUITMENT



1 WHY WORK AT YOUR ORGANISATION?

Outline your mission, neuroinclusive initiatives, & benefits of being part of your team. For example:

- Policies showing your commitment to neuroinclusion
- Flexible work arrangements
- Sensory accommodations
- Mentoring

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3 ESSENTIAL CRITERIA

Include an essential criteria that values diversity and inclusion.

"Neurodivergent lived experience and/or relevant workplace experience in a neurodiverse workplace would be highly valued"

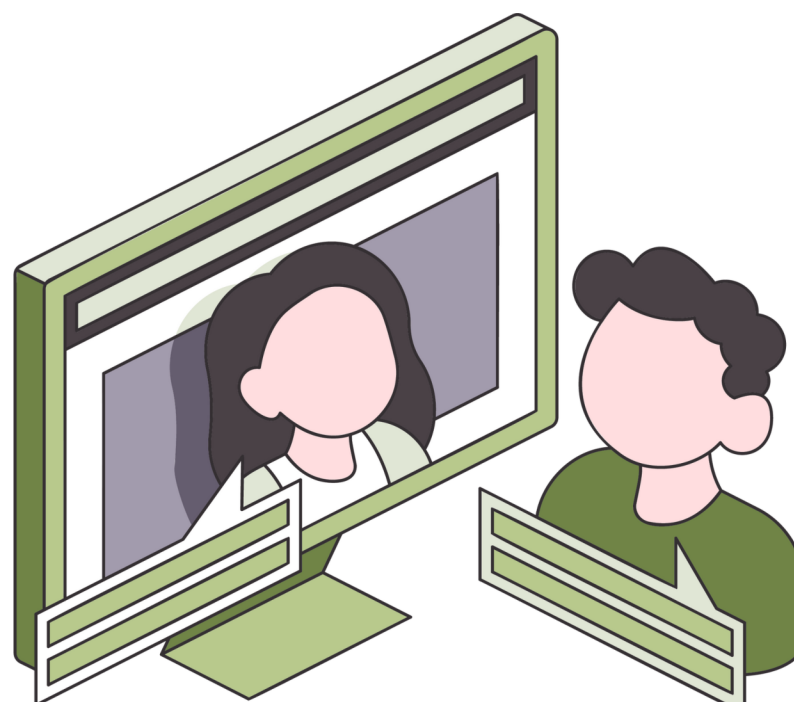
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5 INTERVIEW PREPARATION

- Provide interview **questions in advance**
- Conduct initial interviews online

NEURODIVERGENT REPRESENTATION ON INTERVIEW PANELS

- Aim for **diverse representation** on selection panels, including neurodivergent panel members. If this is not possible (e.g. due to external selection panel members), find alternative ways to ensure your neurodivergent staff are involved in the short-listing and selection process
- Provide panel members with the choice to share their neurodivergent identity as part of the process



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COMMITMENT TO INCLUSION

Include a statement of your commitment to neuroinclusive processes in all online job advertisements and position descriptions.

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COMMUNICATION & ACCESSIBILITY

- Meet communication preferences of applicants where practicable
- Provide clear instructions about your recruitment process, including timelines
- Clearly communicate with applicants about the interview, including maps and directions to your workplace and specific interview room
- Provide interview panel details (names and positions) in advance
- Provide updates on the recruitment process, ensuring follow-ups occur within agreed timeframes

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INTERVIEW ACCOMMODATIONS

- Reduce panel size to minimise anxiety and sensory overload.
- Include breaks in interviews
- Use fewer, more relevant questions that build on provided information rather than repeating information from their application

