

Inclusive recruitment

These factors promote accessible recruitment and open up access to the target group of employees with disabilities or health impairments:

Jobs section of the website:

- The jobs page must be accessible
- Appoint a direct point of contact who understands the issues (with a telephone number and/or email address)
- Include a notice or a disability statement on the homepage
- Offer an alternative way to apply (via a direct email address) alongside the online process (this also helps other people).

Formal layout of the job advertisement:

- Pay attention to the font size (adjustable, sufficiently large)
- Ensure the advert is structured and clearly laid out
- Pay attention to the language and images (provide alternative text), (example: a large background image is not accessible)
- Ensure there is good contrast

Content of the job advertisement:

- Include a statement on inclusivity (We explicitly invite people with disabilities to apply)
- Make the terms and conditions as flexible as possible
- Offer a high degree of flexibility regarding working hours, place of work, working from home and work arrangements.
- You may also wish to add the following note: 'Do you require different working conditions? Please let us know.'
- Avoid overly detailed descriptions of the required skills. If anything, focus on core competencies or areas of expertise.

Job advertisement:

- Post job advertisements on specialist platforms: www.profil.ch; <https://enableme.myability.jobs/> or notify the IV offices

Travelling to the company:

- Is the journey to the company accessible (provide more details if necessary)?

Interview:

- Choose the most suitable format together with the applicant (in person, online, by telephone, etc.)
- Clarify the seating arrangement (people with autism sometimes prefer to sit next to each other rather than opposite one another)
- Ask whether a support person, an assistance dog or an interpreter will be attending the interview.
- Be mindful of how you speak to the person (meet them on equal terms, break down mental barriers, view the person independently of their disability). Always address the interview to the applicant, not to the support person or interpreter.
- During the selection process, qualifications and experience should be the main focus.

- People with disabilities are experts in their own circumstances: ask them what they need to be able to work effectively.
- Do not bring up the disability directly, unless the person with a disability does so themselves or has already mentioned it in their application.
- Please note that the disability must not be disclosed without the consent of the person with a disability.

Rejections:

- You are also permitted to reject a candidate with a disability, as the person must, first and foremost, be a good fit for the team and the company. Justify the rejection by referring to their qualifications and/or experience.

About the Profil Foundation:

The Profil Foundation is a renowned organisation dedicated to promoting inclusion and equal opportunities in the workplace. The foundation works to bridge the gap between people with disabilities and potential employers and to create an accessible and inclusive environment for all. Through various initiatives, the Profil Foundation supports people with disabilities, promotes their professional development and encourages employers to champion diversity. Further information can be found at www.profil.ch.