ACCESSIBLE JOB ADVERTS

EMPLOYABLE

Simple changes to your job adverts can make them more accessible to those with learning disabilities and/or autism.

Only mention the skills that are actually needed for the role

It's common for job adverts to include requirements like "excellent communication skills" as standard, even in roles where this isn't very important, at least not in a big way. People with learning disabilities and/or autism can be more easily put off applying for a role if they feel like they can't deliver all the skills to the standard requested. Ask yourself if the skill mentioned is really a key part of the job role and if so, what standard does it need to be at?

For Example:

Does the applicant really need to have "excellent communication skills" for a shelf stacking role?

Does the applicant for a receptionist role need "Advanced knowledge of all Microsoft Office applications" or would "Good knowledge of Microsoft Word and basic knowledge of Microsoft Excel" be more accurate?

aclessex.com/employable

Make sure the formatting of the advert is accessible

Check the font used is easy to read and at least 14pt in size. The advert should be clearly formatted, concise and written in plain English. Keep text left aligned as centred text can be difficult to read.

Be welcoming

Although technically every employer has to provide equal opportunities to those with learning disabilities and/or autism, by mentioning in the job advert that you are an equal opportunities employer and actively welcome applications from everyone, it can make these groups feel more comfortable applying. Also it's a good idea to mention that you're happy to discuss reasonable adjustments as well as mentioning any support your business already offers that new employees will also be able to use.

Think about the words you use

Try to avoid the use of technical terms or acronyms in your job advert unless person applying for the job should already know these based on the level the job is at, these types of words can put qualified applicants off applying, making them think that they don't have the skills and knowledge needed for the role.

ACL | Essex County Council