

## **Recruitment Issues\***

There are many misconceptions about recruiting employees with disabilities. Among them:

- they are unemployable
- they lack the necessary education and training
- they are difficult to accommodate

\*Source: Feedback from PSC managers, internal interviews and conference reports.

### **What you can do**

- Refer to your employment equity plan, which is based on the workforce analysis and Employee System Review (ESR), and establish goals for recruiting, retaining and promoting people with disabilities.
- Check with the PSC which maintains an inventory of persons with disabilities interested in employment in the federal public service.
- Ask your HR advisor or diversity coordinator for information about programs, other government departments and facilities that are already accessible to persons with disabilities.
- Request any information regarding accommodation needs when a candidate is referred from the PSC. This will allow both you and the candidate to be prepared and accommodated during the test, assessment or interview.
- Include the following statement in your letter to candidates informing them of the date, time and location of a test/assessment, an interview and/or the names of your selection board: *"If you require any accommodations for your test/assessment or interview, please let us know."*
- Prepare a list of job-specific interview questions and review it with your HR advisor.
- Relate interview questions to the tasks and responsibilities of the position.
- Use the same or equivalent questions for all candidates so you can rank them equitably.

## **Retention and Promotion Issues\***

Misconceptions about retaining and promoting employees with disabilities include as:

- the workplace cannot be made accessible
- the environment is not supportive enough
- they are not capable of working on challenges greater than the work they are already performing
- the cost of accommodation increases as the employee moves upwards

\*Source: Feedback from PSC managers, internal interviews and conference reports.