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## **RecruitAbility**

Many APS vacancies are advertised under the RecruitAbility scheme—the job advertisement will tell you if RecruitAbility applies.

RecruitAbility encourages the employment of people with disability by offering you an opportunity to progress to the next stage in the assessment process if you opt into the scheme, declare you have a disability, and meet the minimum requirements of the job. More information about RecruitAbility is available [www.apsc.gov.au/recruitability](http://www.apsc.gov.au/recruitability).







# Outreach Program – Module 1

## Understanding and Applying Affirmative Measures

16 February 2021





















# Affirmative Measure – RecruitAbility Scheme

RecruitAbility gives applicants an opportunity to demonstrate their suitability where the initial stage of assessment might create a barrier.

RecruitAbility provides for progression of applicants who opt into the scheme to the next stage in a selection process if they have been assessed as meeting the minimum requirements of the job.

RecruitAbility does not restrict eligibility for a vacancy and can be applied to any vacancy, however it is not compatible with Affirmative Measure Disability.

Source: s28 Australian Public Service Commissioner's Directions 2016







# Scenario – RecruitAbility

Devin applied for an APS 4 vacancy in property maintenance and nominated to be considered under RecruitAbility. The role is very physical with little writing required.

While he has relevant experience and meets eligibility requirements, the selection panel is concerned that his written application contains numerous spelling and grammatical errors and is not written to an APS 4 standard.

The job has attracted a high number of applicants and so the panel has decided to eliminate any applications that contain 4 or more obvious errors in an effort to minimise timeframes.

What should they consider in assessing Devin's application?

What are some other reasonable adjustments that might be applied more universally?





























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## Slide 10

The RecruitAbility Scheme is an affirmative measure to make assist people with disability to be more closely considered for engagement or promotion.

RecruitAbility gives applicants an opportunity to demonstrate their suitability where the initial stage of assessment might prove to be a barrier. RecruitAbility provides for progression of applicants with a disability to the next stage in a selection process, if they:

- declare they have a disability,
- apply and opt into RecruitAbility, and
- have been assessed as meeting the minimum requirements of the job

Minimum requirements do not refer to the person's competitiveness, or potential for high performance, but to their ability to do all the **essential elements** of the job to an acceptable standard.

It's important to note here that this might include where they can do so with reasonable adjustments made to the role or the working environment. Agencies should make sure reasonable adjustments are offered to all applicants, not only those who have nominated for RecruitAbility.

Unlike Affirmative Measure Disability, agencies are not required to request any evidence.

*The APS Code of Conduct procedures could be used to manage situations where employees are reasonably suspected to have made a false statement.*

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### Slide 13 – RecruitAbility Scenario

*Read scenario*

Considerations:

- Will there be much writing required in the role that Devin applied for? if not the written assessment may not be relevant to the requirements of the role
- Does Devin meet the minimum requirements for the role? What can they use from the application to determine this? Might Devin be able to do the role with reasonable adjustments? if so, they must progress Devin to the next stage as they opted in to RecruitAbility

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## What's Your Ability?

30 November 2016

Speaking Notes

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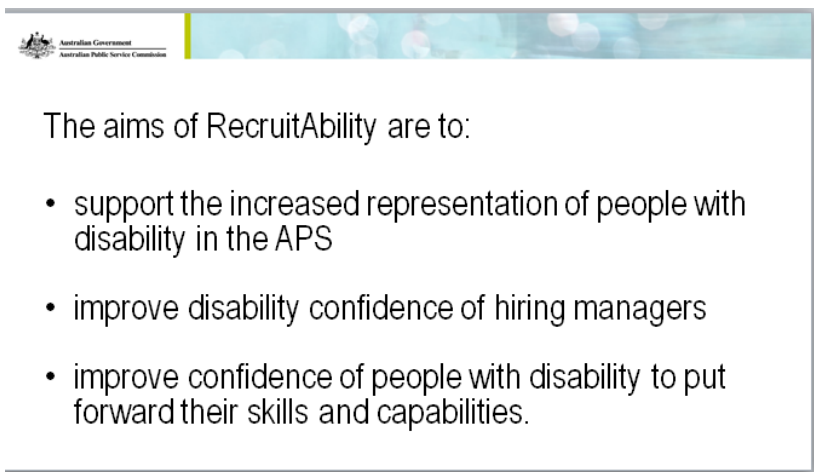






There are a number of ways we are working towards these actions including through initiatives such as *RecruitAbility* and affirmative measures.

#### Slide



The aims of RecruitAbility are to:

- support the increased representation of people with disability in the APS
- improve disability confidence of hiring managers
- improve confidence of people with disability to put forward their skills and capabilities.

RecruitAbility is a set of measures to make arrangement for people with disability to be considered for engagement or promotion as an APS employee in circumstances where the applicant is assessed as meeting the minimum requirements for the position'

RecruitAbility was developed to provide APS agencies with the means to better support people with disability in APS selection processes without compromising the merit principle.

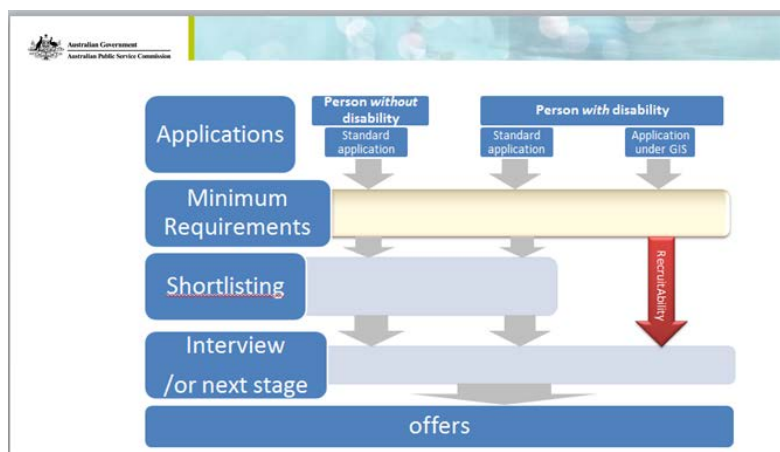
RecruitAbility is a scheme for people with disability when applying for jobs at all classifications. Applicants who opt into the scheme and meet minimum requirements of the role are progressed to the next stage in the process, for example, an interview.

Principles (see Slide 5 below)

The following principles will help managers develop locally appropriate RecruitAbility policies and practices:

- Applicants with disability who apply under RecruitAbility and meet minimum requirements are progressed to the next stage of a selection process.
- There is no displacement of applicants who would otherwise have been shortlisted for further assessment.
- Agencies manage their recruitment activities within the boundaries of legislation and policy.

*Slide 5 – process*



Since 1 Jan 2015 more than 6,000 vacancies in approximately 60 agencies have been advertised under the RecruitAbility scheme. Department of Defence applies the scheme to most of its vacancies. [from Caroline]



### RecruitAbility in practice

- For those about to recruit the best way to prepare to recruit a person with disability is to focus on the minimum requirements of the role and commit to making reasonable adjustments if required.
- The flowchart at *Slide 6* provides the steps generally taken in recruitment processes and includes RecruitAbility specific activities.

### Slide 6

**Opt in for the Employee**

RecruitAbility provides an opportunity for people with disability to progress to further assessment stages in APS recruitment processes, if they:

- declare they have a disability
- apply and opt into RecruitAbility, and
- meet the minimum requirements for the vacancy.

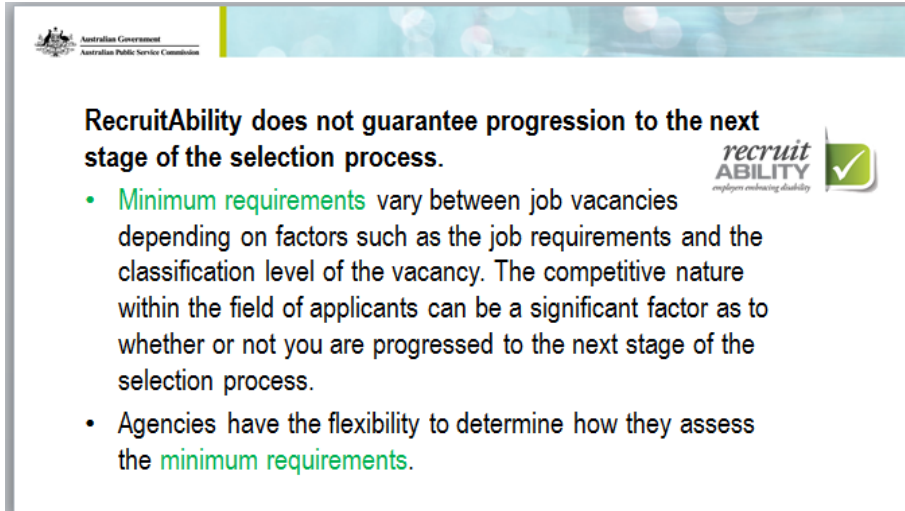
### Opt in (Slide 9)

RecruitAbility provides an opportunity for people with disability to progress to further assessment stages in APS recruitment processes, if they:

- declare they have a disability
- apply and opt into RecruitAbility, and

- meet the minimum requirements for the vacancy.

## Slide

The slide features the Australian Government logo and the RecruitAbility logo (which includes a green checkmark icon). The text on the slide states that RecruitAbility does not guarantee progression to the next stage of the selection process. It lists two bullet points: 'Minimum requirements vary between job vacancies depending on factors such as the job requirements and the classification level of the vacancy. The competitive nature within the field of applicants can be a significant factor as to whether or not you are progressed to the next stage of the selection process.' and 'Agencies have the flexibility to determine how they assess the minimum requirements.'

**RecruitAbility does not guarantee progression to the next stage of the selection process.**

- **Minimum requirements** vary between job vacancies depending on factors such as the job requirements and the classification level of the vacancy. The competitive nature within the field of applicants can be a significant factor as to whether or not you are progressed to the next stage of the selection process.
- Agencies have the flexibility to determine how they assess the **minimum requirements**.

RecruitAbility **does not guarantee** progression to the next stage of the Selection process.

Minimum requirements vary between job vacancies depending on factors such as the job requirements and the classification level of the vacancy. The competitive nature within the field of applicants can be a significant factor as to whether or not the applicant is progressed to the next stage.

Agencies have the flexibility to determine how they assess the minimum requirements.

Applicants self-identify as a person with disability—RecruitAbility does not require evidence of disability.

A person with disability is not legally required to provide information about their disability unless it affects their ability to do the tasks that must be carried out to get the job done.

Applying for vacancies advertised under RecruitAbility.

A vacancy advertised under RecruitAbility will include the following notification:

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.



All APS vacancies are advertised at [apsjobs.gov.au](https://apsjobs.gov.au). You can search for RecruitAbility vacancies by ticking the RecruitAbility box in the Job Search screen.

### Slide

6. All APS vacancies are advertised at [apsjobs.gov.au](https://apsjobs.gov.au). You can search for RecruitAbility vacancies by ticking the RecruitAbility box in the Job Search screen.

A screenshot of a job search interface. It features a light green background with a white rounded rectangle in the center. Inside the rectangle, there are two sections. The top section is labeled 'Annual Salary Range:' and includes two input boxes for salary, with a note below them stating '(Please note - Salary information is not provided for all vacancy notices.)'. The bottom section is labeled 'Opportunity Type:' and contains a list of checkboxes: 'Full-time', 'Part-time', 'Casual', 'Ongoing', 'Non-ongoing', 'Identified Indigenous', 'Special Measure - Indigenous', 'Special Measure - Intellectual Disability', and 'Recruitability'. The 'Recruitability' checkbox is checked, indicated by a blue checkmark.

7. To apply for a job under RecruitAbility you should follow individual vacancy information and apply accordingly, as with any other application. The only difference is that as part of the application process you will be asked whether you wish to opt into RecruitAbility. You need to declare that you have a disability to participate. You do not need to provide further information about your disability.

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### **RecruitAbility – Recruitment checklist**

1. Identify employment opportunity, category and classification and whether vacancy needs to be filled
2. Decide how vacancy is likely to be filled
  - Engagement of new employees or promotion or movement of existing employees?
  - Ongoing or non-ongoing?
  - If non-ongoing – duration?
  - Bulk recruitment process?
3. Develop supporting documentation
  - Job description – should only reflect the essential or inherent requirements of the job and not unnecessarily exclude potential applicants.
  - Selection criteria
4. Decide what notification is required (i.e. is gazettal needed?)
5. Decide if opportunity is to be open to all eligible members of the community, or limited to Indigenous people or people with an intellectual disability, or filled under cl 4.3A of the *Commissioner's Directions*.
6. Decide if opportunity (if open to all) is to be made available under the RecruitAbility scheme
7. Notify APSC ([recruitability@apsc.gov.au](mailto:recruitability@apsc.gov.au)) if opportunity is to be made available under the RecruitAbility scheme
8. Notify in the gazette, if necessary—additional advertising optional
9. APSC to list RecruitAbility opportunities on its site
10. Accept applications
11. Assess relative suitability of candidates
  - Assess RecruitAbility candidates for satisfaction of minimum requirements – shortlist those who satisfy
    - For the purposes of the scheme, a candidate is considered to meet the minimum requirements of the position if, based on their application, they are considered suitable against the majority of the selection criteria, and any essential requirements for the role. Agencies and their managers may adjust the minimum requirements due to resource constraints for selection processes that attract a large number of applicants.
  - Assess and shortlist other candidates as per standard process
  - Conduct interviews
  - Within 2 working days of conclusion of interviews, provide survey to RecruitAbility candidates who were interviewed
12. Recommend preferred candidate on basis of relative merit
  - Prepare selection report
13. Selection panel chair to complete RecruitAbility survey
14. Delegate makes selection decision

# The APS merit principle

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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## RecruitAbility Scheme

RecruitAbility offers candidates an opportunity to progress past the initial stage in the assessment process, if they opt into RecruitAbility and they have the work-related qualities required to perform the relevant duties and they meet the eligibility requirements (if any) of the role.

If an agency chooses to apply RecruitAbility they will:

- conduct an initial shortlisting assessment of all candidates

- check the non-shortlisted applications for any RecruitAbility candidates
- assess the RecruitAbility candidates and ensure they have the work-related qualities required to perform the relevant duties and who meet the eligibility requirements (if any); and
- progress RecruitAbility candidates who meet have the work-related qualities and meet the eligibility requirements(if any) of the role to the next selection stage.

Candidates who are assessed as having the work-related qualities required to perform the relevant duties and who meet the eligibility requirements, regardless of their participation in RecruitAbility, are not shortlisted for further consideration.

If applying the RecruitAbility scheme to a vacancy, the job advertisement must advise candidates that they are required to opt into the scheme, if eligible.

Further information on the RecruitAbility scheme can be found on the [RecruitAbility](#) webpage.

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[illegible]

1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

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### Advertising jobs using RecruitAbility

16. RecruitAbility can be applied to all ongoing and non-ongoing APS vacancies, including those at the Senior Executive Service level. Vacancies advertised under RecruitAbility include the following notification:

*“RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position”.*

17. The RecruitAbility information for agency information pack is at **Attachment C**, including:
- a. RecruitAbility branding
  - b. an explanation of RecruitAbility for applicants
  - c. an example of a RecruitAbility diversity data collection notice.

### Assessment of minimum requirements

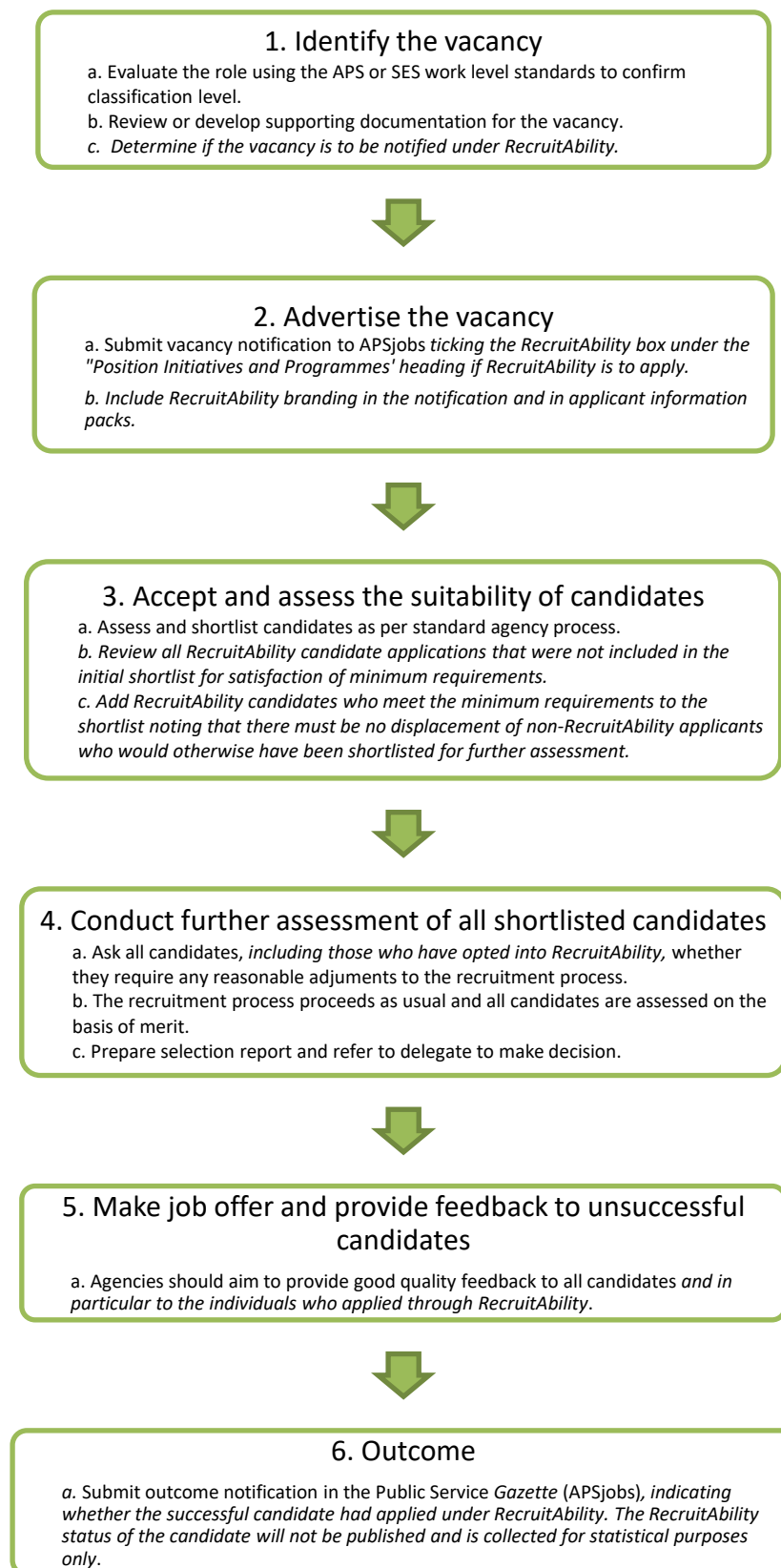
18. Using the chosen agency assessment method, the selection panel undertakes shortlisting of the candidates.
19. It is good practice to review all RecruitAbility candidate applications that were not included in the initial shortlist. This ensures that RecruitAbility candidates who meet the minimum requirements are included in the next stage of recruitment assessments.
20. An applicant meets the minimum requirements of the vacancy if considered to meet the minimum standards that the job requires and any eligibility requirements for the position e.g. qualifications.

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## Attachment A: RecruitAbility

Set out below is a list of steps generally taken in recruitment processes, with RecruitAbility activities identified in *italics*.







## Attachment C

### Branding

The standard RecruitAbility branding is below. You can use your agency's logo with the RecruitAbility logo or use the logo without the agency logo.



Please contact the Commission at [abilityawork@apsc.gov.au](mailto:abilityawork@apsc.gov.au) to obtain a high resolution image file.

### Applicant information pack

Agencies are encouraged to use the following wording in their applicant information packs.

#### RecruitAbility

The **(insert agency name)** is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

#### **How do I opt into RecruitAbility?**

You will be asked to indicate if you wish to opt into RecruitAbility in the Diversity Section of the application form. You must tick the 'opt in' box to participate in RecruitAbility. Simply declaring that you have a disability will not automatically include you.

#### **Reasonable adjustments**

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please ask us if you need any adjustments made. **(Insert contact officer details)**

### Applications: Diversity data

It is suggested that agencies add the following questions to the Diversity section of their application forms.

#### **(Standard equal employment opportunity question)**

##### **Are you a person with a disability?**

☐ Yes ☐ No ☐ Prefer not to say

#### **(Standard reasonable adjustments question)**

Do you require reasonable adjustments to attend assessment activities/interview?

☐ Yes ☐ No If yes, please describe.....

#### **RecruitAbility: an opportunity for job applicants with disability.**

You will be progressed to further assessment if you declare you have a disability, opt into RecruitAbility, and meet the minimum requirements for the vacancy.

☐ I have a disability, according to the definition below, and wish to opt into RecruitAbility. I understand my application will need to be assessed as having met minimum requirements for the vacancy.

**Definition:** The RecruitAbility disability definition is a current limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This also includes episodic conditions if they are likely to recur. For more information see the Australian Public Service Commission's RecruitAbility webpage at [www.apsc.gov.au/disability/recruitability](http://www.apsc.gov.au/disability/recruitability).

## Excerpts from the 'APS HR Foundational Learning Series Module 4: APS recruitment to induction'

**Virtual self-directed course hosted on APSLearn (APS Academy)** - This module provides a foundational understanding of best practice to attract, select and retain the right person for the job. APS recruitment processes need to support sound, evidence-based decision-making. The Public Service Act 1999 requires that engagement and promotion decisions in the APS are based on merit. Induction involves welcoming new employees and preparing them for their role in the APS. Its role is to familiarise people with the unique requirements and guidelines for working in the APS.

[View Course \(apsacademy.gov.au\)](https://apsacademy.gov.au)

### Selection process transcript

It's helpful visualising the selection process as a funnel – wide at the top and narrow at the bottom. The process starts with looking at all the applications which are submitted and it ends with the selection of the most suitable applicant or applicants.

Let's look at each step of the selection process.

When an advertisement closes, applications are ready to be assessed. Prior to assessing the applications, a selection committee may need to attend to any requests for extensions, conflicts of interest and confidentiality requirements.

Shortlisting is used to reduce the applicant pool to a more manageable size or remove applicants that are clearly unsuitable. This involves assessing applications against the minimum requirements. Applications for vacancies advertised using affirmative measures and/or for applicants who opt-in to the RecruitAbility scheme are further assessed for eligibility. Shortlisted applicants progress to the next step.

The same assessment process is used for all applications. This gives applicants a fair chance and equal consideration alongside all other applicants. Assessments are based on the work-related qualities genuinely needed to perform the job. Several assessment methods may be used to collect objective evidence about the applicants' work-related capabilities. Common methods include interviews, assessment centres, work samples and referee checks. Reasonable adjustments should be offered to applicants and accommodated where practical.

A rating scale may be applied to the assessment process. Applicants that meet or exceed the rating scale benchmark are considered as suitable for the vacancy.

The highest ratings determine the most suitable applicants.

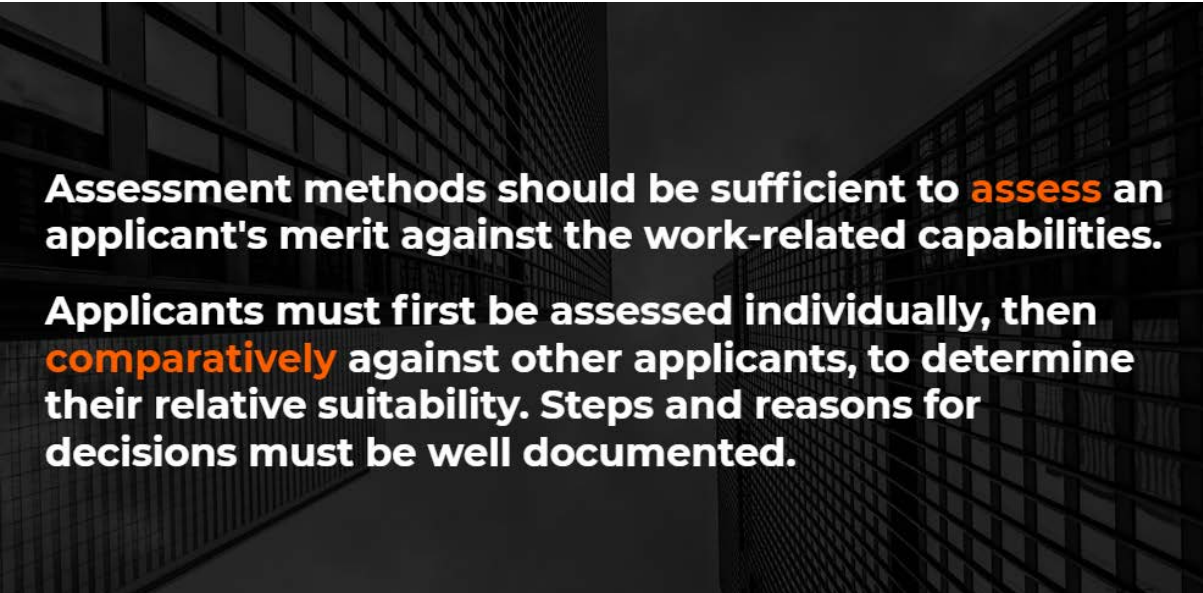
Applicants are compared to determine those who have the most merit.

The Delegate is provided with a report containing relevant information and recommended applicant/s.

The Delegate can accept and approve the recommendation, or make their own decision.

Where there are numerous applicants assessed as suitable, a merit pool or list can be created.

Recommended applicants approved by the Delegate are offered the role. The selection process ends with the acceptance of an offer and the engagement of the employee.



**Assessment methods should be sufficient to **assess** an applicant's merit against the work-related capabilities.**

**Applicants must first be assessed individually, then **comparatively** against other applicants, to determine their relative suitability. Steps and reasons for decisions must be well documented.**

# RecruitAbility Scheme

## Vacancy

Eligibility (eg Aust citizen)

Minimum requirements = Skills **essential** to do the job

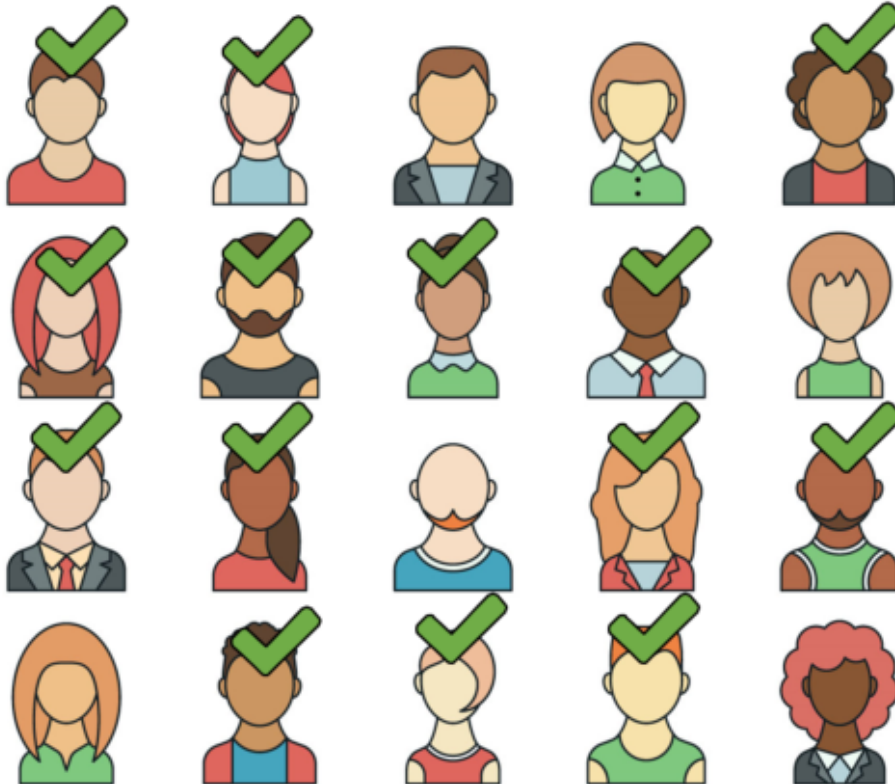
Opted in to  
RecruitAbility Scheme



Eligibility and  
Minimum  
requirements



- Eg. Australian citizen
- Skills **essential** to do the job



## Explanation of RecruitAbility – Script

Open	This is a short explanation of how the RecruitAbility Scheme works
Click 1: Vacancy	When you have a vacancy to fill you must first determine what the eligibility requirements are (for example a security clearance and being an Australian Citizen). You should also determine what the MINIMUM REQUIREMENTS are for the role
Click 2: = skills essential to do the job	These are the essential work-related qualities genuinely required to perform the relevant duties For example, A project manager role may have minimum requirements of experience of project management methodologies and working in a project team to deliver high-quality outcomes. If someone applies and their only experience is as an accountant, they may not meet the minimum requirements.
Click 3: 20 people	Once you advertise the role and apply the RecruitAbility Scheme you receive these 20 applications
Click 4: Opted in to RecruitAbility	We have some additional information about some of these applicants
Click 5: i symbols	These two applicants have opted in to the RecruitAbility Scheme
Click 6:	We now need to look at all of the applicants to see who meets the eligibility requirements AND the minimum requirements of the role. Remember that the selection panel should be clear about what the minimum requirements are before making any decisions
Click 7:	These people have met both the eligibility and the minimum requirements
Click 8:	But not those ones. You can see that even though an applicant opted in to RecruitAbility, if they do not meet minimum requirements they won't be progressed to the next stage of the process. So we've looked at their applications and we then we need to work out which of these people show potential to be highly suitable for the role
Click 9:	These are the ones we want to shortlist <b>click for stars</b>
Click 10	In order to progress to the shortlisted stage each applicant needs to have: met minimum requirements and opted in to RecruitAbility
	<b>Or</b> met minimum requirements and show potential to be highly suitable for the role
	We are left with this group of applicants
	From this point on
	Merit-based selection continues as usual and the best person for the job is offered the role.

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### Minimum requirements

Under the RecruitAbility Scheme, 'minimum requirements' vary between job vacancies depending on factors such as the job requirements and the classification level of the vacancy. It is appropriate for agencies to rely on roles being in-person and full-time as 'minimum requirements' criteria when advertising positions.

In the APSC's [Dismantling Barriers – Inclusive Recruitment Guide](#), agencies are encouraged to:

- Ensure advertised job descriptions reflect only the inherent requirements of the role and focuses on **what** must be accomplished, rather than how. Consider the diversity of an organisation, work area and/or team to determine potential gaps.
- Consider alternative working methods that could reduce workload e.g. part time employment, job sharing, labour hire.
- Consider how the work can be conducted flexibly, including how tasks can be redistributed within the work area or amongst the team if required.
- Specify qualifications only where there is a genuine requirement.

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Thank you for contacting the APSC regarding information on the mechanics of the RecruitAbility scheme. Our colleagues in the Inclusion Group have referred your query to the Employment Policy team for a response. The Employment Policy team ordinarily provides assistance and advice to HR teams and senior managers within APS agencies, rather than individuals seeking advice on specific matters. However, we endeavour to assist where we can.

RecruitAbility is an Affirmative measure set out at section 28 of the *Australian Public Service Commissioner's Directions' 2016* (the Directions). The scheme supports people with disability applying for jobs in the APS by giving them a better opportunity to put forward their skills and experience during the selection process. It facilitates the progression of applicants with disability to further assessment in APS recruitment exercises, such as interview, when they opt into the scheme and meet the minimum requirements for the position. It also aims to build the confidence of applicants with disability and selection panel members in assessing applicants with disability.

It may be applied by agencies as an 'opt in' on any recruitment process. RecruitAbility comes into effect once a decision is made by the decision maker that RecruitAbility will apply to the recruitment process, it applies to the whole of the recruitment process from the point the vacancy is notified. The scheme allows for applicants with disability to be progressed to the next stage of assessment where they meet the minimum requirements of the role. It does not necessarily guarantee progression to the next stage of assessment.

Applicants who have opted into the RecruitAbility scheme are assessed in isolation from other candidates and only in comparison to the minimum requirements as part of the initial shortlisting. If an Applicant is found to meet the minimum requirements that are established at the outset of recruitment process, they are progressed to the next round of assessment and assessed comparatively against other applicants. This is contrasted to the Affirmative measure – disability at section 27 of the Directions which limits applications to people with disability only.

As the requirements of each role and of each agency differ, it is up to each agency as the employer to ensure they clearly outline the minimum requirements for the role. If you are unsure of what the minimum requirements for the role you may consider getting in touch with the contact officer for the role.

Kind regards

Employment Policy

Integrity, Performance and Employment Policy

