



How to talk about reasonable adjustments

**A guide
for employers**



What is covered in this fact sheet?

- Accessible recruitment practice
- Accessible workplace practice

One of the most important things for making your organisation a good one for people with disability to work at is ensuring your employees are able to speak out about their access needs, and have these needs met.



Recruitment

It's important that potential job applicants know how accessible your workplace is. The first step is to identify what in your workplace is accessible, and what isn't.



Some ways of doing this include:

- consulting with your disabled employees or disability and inclusion working group
- filling out [JobAccess' Accessibility Self-Assessment checklist](#)
- using the [accessibility features on job site The Field](#) as a reference

Now that you have this information, you can communicate it to applicants.

You can also create an access key.

An access key is a guide to accessibility that people can reference when they apply for a job at your organisation. An example of an access key is [Headspace Hawthorn's access key, available on their website for clients.](#)





If your interviews or work take place online, find out what adjustments are needed.

At CYDA, we have a multiple-choice question in our job applications to help people identify what supports they may need for our fully online recruitment process. Our list includes:

- captioning
- Auslan interpretation
- interpretation in another language
(please let us know which language in the 'Other' section)
- I require written material in Easy English
- I require information in plain language
- I will need to take breaks during meetings
- I require specific contrast or design for written material
- other

It's good to give everyone an opportunity to share their access needs when applying for a job. Also, make sure to have email and phone contact options for applicants with questions.



In the workplace

Creating an accessible workplace is an ongoing journey.



The first step of this journey is to develop and publish an Accessibility Action Plan, Disability Action Plan or Access and Inclusion Plan. This could include ways you intend to improve access and support people with disability in your organisation's future.

Check in with all employees on a regular basis. For example, every two months, check in to ask if their access needs have changed. The benefits of adjustments and reasonable adjustments will also make your workplace better for parents, people with short-term health complications and those who choose not to disclose their disability. A more accessible workplace is better for everyone!

People with disability are used to having to ask for adjustments, so you being proactive and starting that conversation lightens the load and shows that you care about inclusion.



Be honest about what you can't provide

Access needs are different for every person with disability. Not every workplace can accommodate for every access need. It's important to make sure any barriers to access are made clear as well.

Helpful links

[Reasonable Adjustments | DREAM Employment Network Resources](#)

[Provide an accessible and inclusive workplace | Australian Disability Network](#)

[Accessibility Self-Assessment Checklist | Job Access](#)

Disclaimer

CYDA's DREAM resources have been created to provide general information to employers and young people with disability who may be seeking employment. The content has been informed by a co-design process with employers and young people with disability. Funding for the project was provided by the Australian Government's Department of Social Services, as part of a Disability Youth Leadership Grant.

This fact sheet was current as of June 2024 and may not contain the most recent information and updates. Information is provided as a general guide and should not be considered legal or professional advice.

