

2.2 The interview

A number of adjustments can be made to the standard interview process to make it more accessible. Prior to interviewing, make contact with the prospective candidate (and their support person if applicable) to ask if there are any adjustments required.

If you are proceeding with a standard interview, the following adjustments will be useful:

- Provide questions to the person before the interview.
- Use plain language and ask one question at a time.
- Give the candidate time to answer. If they are having trouble, you may need to change the way you ask the question.
- Allow a support person to attend, they may assist by rewording the questions to help the candidate understand.
- At the end of the interview process ask what support they will require to do the role.

If a candidate's verbal communication is not their strength, it may be difficult for them to explain what they can do. If this is the case, engaging in an informal conversation with the candidate to learn more about them, followed by an opportunity for them to demonstrate their abilities (with appropriate support) can help eliminate this barrier.

Here are some communication tips developed by people with intellectual disability.

↓ **You can download this resource on our website: www.cid.org.au/businessguide**

Top communication tips

Working with a person with intellectual disability

- ✓ Ask the person how they like to communicate.
- ✓ Be willing to explain things.
- ✓ Give the person time to answer you.
- ✓ Be an active listener.
- ✓ Ask the person if they need help, never assume that they do.
- ✓ Have Easy Read information available.

Always seek consent from your employee before communicating with their support people.

