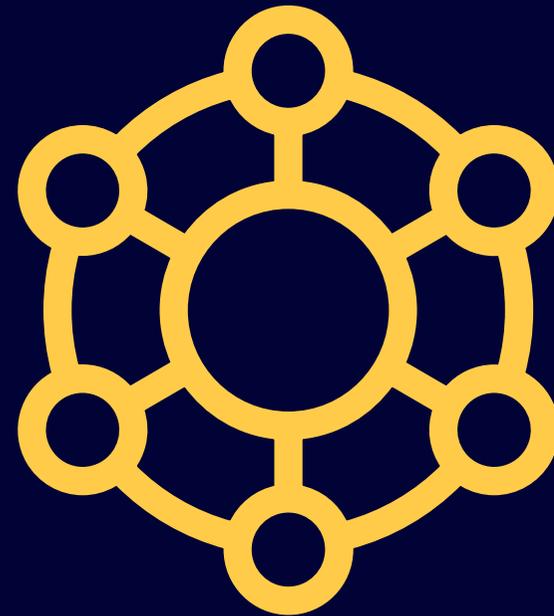


Universal Design and Inclusive Mindset



recruitable

Recruitable is designed and developed by:





Universal Design

Universal Design is a set of principles that can drive how products or environments are designed so that they are intuitive, easy to use and have the greatest possible accessibility for all.



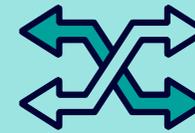


The Principles of Universal Design are:



Equitable use

People with diverse abilities can use it



Flexibility in use

Can be operated in more than one way



Simple and intuitive use

Easy to use without prior experience



Perceptible information

All users can observe how to use it



The Principles of Universal Design are:



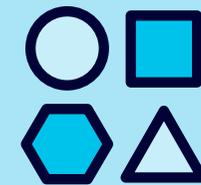
Tolerance for error

Unintended and adverse use is minimised



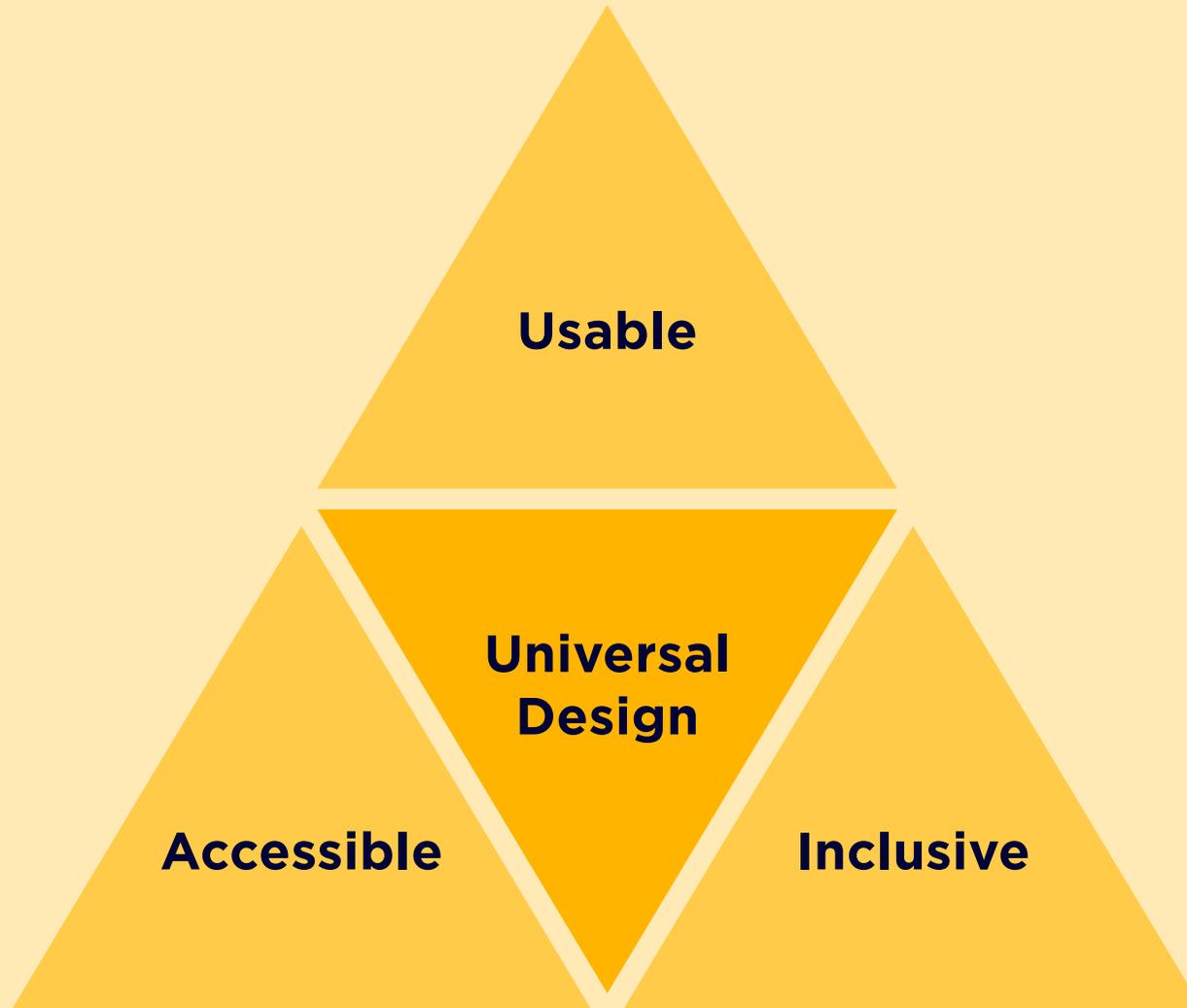
Low physical effort

Can be used comfortably and efficiently



Size/space for approach and use

People of any size or posture can use it



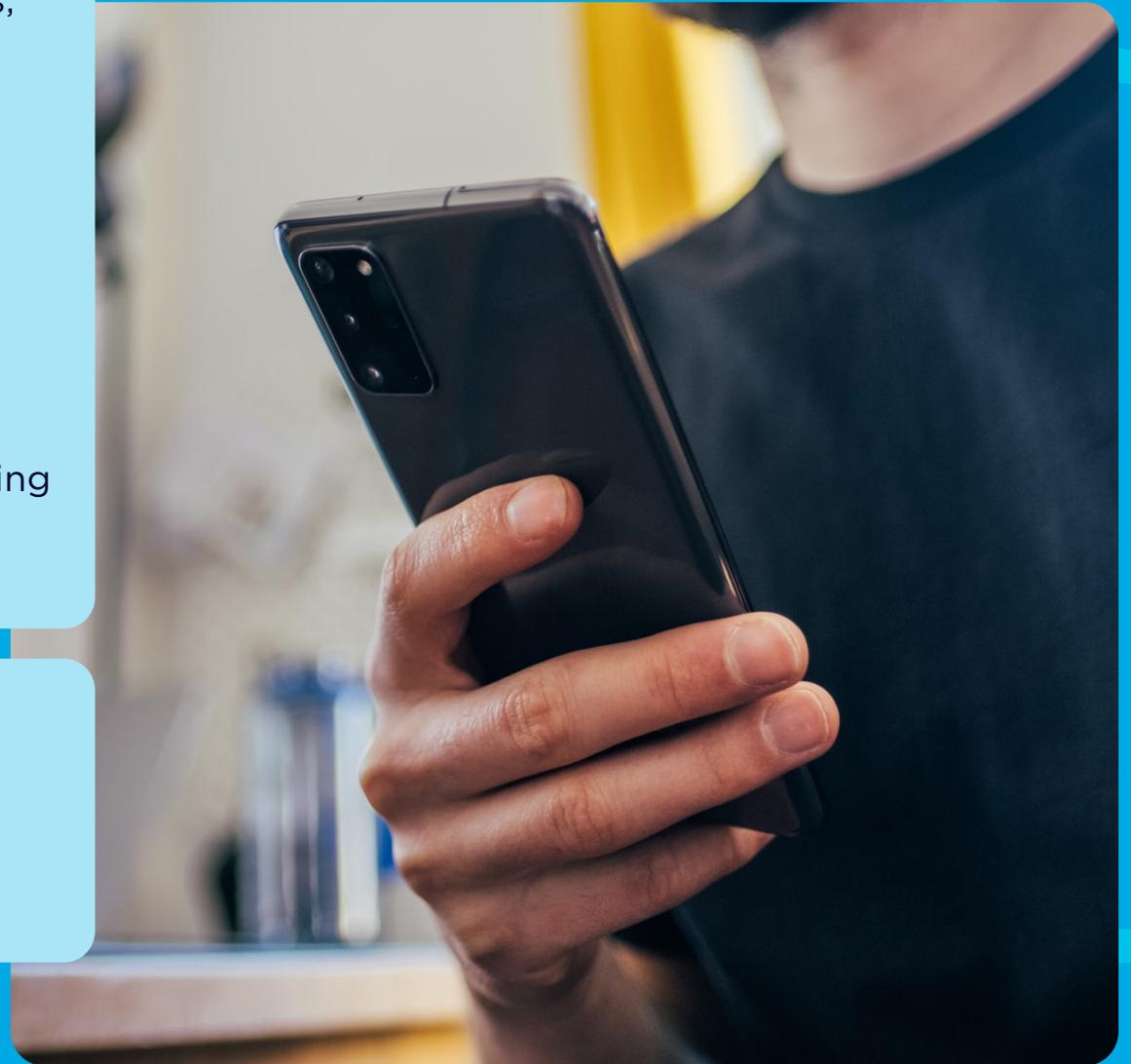
recruitable

Smartphones are an example of Universal Design in a product. They allow people to use gestures, type or use a voice assistant in order to make a call. A person can approach their smart phone and use it in the way that is most intuitive to them. This flexibility can allow ease of use for people with a range of different disabilities.

Universal Design principles can help inform our thinking and the way we design processes for both recruitment and employment. We can borrow these principles and consider how to make job advertisements, interviews, onboarding and beyond; easy, intuitive, accessible and equitable for all.

This might involve changes to the way:

- People are able to apply for roles
- Interviews are run
- Tasks are completed





Inclusive Mindset

Having an inclusive mindset involves shifting the way we think and the things we do so that we are more inclusive. Minor changes to the way we think can have a big impact on making everyone, including people with disability, feel included. Here are some tips to help move you into an inclusive mindset more often:

1

Be mindful

Being mindful involves bringing our attention and awareness to our thoughts, being in the moment without applying judgement or prejudices. Noticing our thoughts means we can then start to shape our decisions more deliberately.

2

Look for opportunities to involve others

Ensure that people with disability and diverse backgrounds are involved in discussions and decision-making processes.

3

Be flexible

Be willing to change the way you do things to make them more accessible and to invite participation from others.

4

Say 'yes'

Say yes to new opportunities. Focus on solutions rather than problems. Understand that barriers can lead to opportunities to be innovative and work together.

5

Be a champion

Lead by example, raise conversations about inclusion, listen to people with disability and incorporate their feedback. Take responsibility for involving others.

Having an inclusive mindset and incorporating Universal Design principles into your organisation will go a long way to making people with disability feel that they belong and are valued at your organisation.



Be a part of the **bigger picture**
and learn how to be more inclusive
of people with disability with the
Recruitable resources.

recruitable

Recruitable is designed and developed by:

