

How to recruit a person with disability ?

Understand and learn about disability



The recruitment process for people with disabilities follows the key steps of a «traditional» recruitment. However, you will need to adjust your practices because they may have specific constraints due to their disability or unconventional professional background.

Recruit in response to a real need

Recruiting a disabled employee should not be seen as a «good deed».

For the process to have the best chances of succeeding, it is essential that you have in mind to recruit above all an employee with the necessary skills and motivation to fill the position.

→ **The first question to ask**

is not «What position will I recruit a disabled person for?» but rather «What skills does my business need for this position».



Count on motivation

A large portion of people with disabilities are undergoing a career transition because of an accident or illness.

If they do not have a diploma or experience

so far for the position, you should rather focus on assessing motivation and skills acquired in other jobs and areas.



Define precisely your need

For any recruitment, it is even more important to analyze the position you are offering and to thoroughly identify the various tasks and their working conditions.

With the help of the occupational doctor, you will be able to detail the job constraints in terms of working time (duration, rhythm...) as well as physical demands (lifting, standing...) or the environment (open office, phone work...). This will allow you to draft a very precise job offer and discuss with the candidate the compatibility of the position with their disability and the necessary means of compensation.

Don't fix yourself on a disability

Forget your preconceived ideas like «We cannot entrust responsibilities to someone with a mental disability».

There are many types of disabilities and their impact on employment are very diverse.

→ **In most cases**, disabilities can be compensated through simple technical solutions, such as installing a sit-stand seat for someone who cannot stand for long periods of time, or organizational solutions, such as adjusting working hours.

→ **See the leaflet and the video «What is disability?»**



Multiply contacts to identify candidates

Increase the chances of meeting candidates with disabilities who match your recruitment criteria.

In addition to posting your offer on specialized job sites such as Agefiph, contact:

- Pôle emploi - *the employment center*,
- Cap emploi - *the specialized network to support disabled job seekers*,
- Temporary work companies,
- The disability missions of universities,
- Training organizations,
- CRPs (vocational re-education centres),
- Associative networks (APF, Unapei, LADAPT, etc.), or even specialized recruitment firms.



The recruitment interview

It's D-Day.

Prior to the interview, you can ask them to let you know of any specific needs they may have in advance (parking space, communication interpreters, etc...).

→ **As with any candidate**, the assessment of skills and motivation is the central focus.

Disability? You are not a workplace doctor, and therefore you will not be able to ask any direct questions regarding the candidate's health status. However, discussing the working conditions of the job will allow you to address the subject of the possible consequences of the disability on the position and the means of accommodating it.



TO BE KNOWN

For non-discrimination reasons, mentioning «position reserved for disabled persons» in a job offer is illegal.

→ On the other hand, you can go for a different wording such as "position open to people with disabilities" or choose to publish your offer on a specialized site such as Agefiph.



Go forward with Agefiph

TO BE KNOWN

Find out from **Pôle emploi, Cap emploi or Agefiph** about the measures such as «period of work experience» (PMSMP), "Un jour, un métier en action" (one day, a job in action) or «Duoday», which allows you to introduce your sector and your professions to a candidate.

The «**simulation recruitment method**» allows you to evaluate a candidate's skills based on professional tests. Work-study recruitment can also be a solution for combining employment and training.

MORE INFO

Agefiph offers services and financial aid to facilitate access to jobs and their retention as well as professional development for people with disabilities in businesses, regardless of their size.

Go to **www.agefiph.fr**

Find all the explanations in video on **agefiph.fr/centre-de-ressources**