

UNCLASSIFIED

## RECRUITABILITY (FOI 881/23/24)

### RecruitAbility data

- The below data is compiled from the Department's recruitment system, eRecruit for the period 1 July 2022 to 14 May 2024.
- Candidates are provided with information about the RecruitAbility scheme in the Defence application form and may opt into the scheme on a voluntary basis if they are a candidate with disability.

Financial Year	RecruitAbility Candidates	RecruitAbility Offers of Employment	Success Rate (%)
FY 2022/2023	1,117	177	15.8
FY 2023/2024 *	2,371	223	9.4

\* Year to date as at 14 May 2024

UNCLASSIFIED

Defence

## DEFGRAM 355/2023

Issue date: 02 August 2023  
Expiry date: 27 October 2023

---

### APS RECRUITMENT - RECRUITABILITY

1. RecruitAbility supports the Australian Public Service Employment Principles to recognise the diversity of the Australian community and foster diversity in the workplace. RecruitAbility is an affirmative measure that provides for progression of applicants with disability to the next stage in a selection process if they have been assessed as having the appropriate work-related qualities required to perform the relevant duties for the vacancy.
2. The scheme aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment. RecruitAbility can be applied to all vacancies across the APS, including Senior Executive Service roles.
3. Merit remains the basis for engagement and promotion. RecruitAbility aims to:
  - a. support the increased representation of people with disability in the APS,
  - b. improve disability confidence of hiring managers; and
  - c. improve confidence of people with disability to put forward their skills and capabilities.
4. Applicants self-identify as a person with disability—RecruitAbility does not require evidence of disability. APS Code of Conduct procedures could be used to manage situations where employees are reasonably suspected to have made a false statement.

### Assessing RecruitAbility Applicants

5. The best way to prepare to recruit a person with disability is to focus on the work related qualities required to perform the relevant duties for the vacancies and if they meet eligibility requirements (such as mandatory qualifications). Panels must also commit to making reasonable adjustments if required.
6. Panels should look at all recruitAbility candidate applications separate from those who have not opted into the scheme.
7. RecruitAbility candidate applications must be reviewed to determine if they have the required qualities to perform the relevant duties and should not be assessed on competitiveness against other candidates. To do this the panel must:
  - a. Review the foundational skills of the candidate against the qualities or capabilities listed in the 'ideal candidate' section of the information pack.

- b. Identify skills and capabilities that you would expect of anyone in the role (this does not relate to work experience).
  - c. Review the ILS and work level standards for the advertised role to see if the capability described meets the expectations of that APS level.
  - d. Review the application and resume holistically.
  - e. Do not exclude a RecruitAbility candidate because of resume and application lengths.
8. All suitable RecruitAbility applicants then get added to the existing shortlist but do not displace an existing applicant that has been shortlisted.
9. Panels must provide detailed and constructive feedback to all applicants but particularly RecruitAbility applicants. It's important that feedback is specific, actionable and focused on behaviours and skills that can be improved, you should also state why the candidates application did not align with the work related qualities required for the role. This will enable the candidate to grow and develop their skills and ultimately become a stronger candidate for future job opportunities.

### Reasonable Adjustments

10. It is good practice to ask all job applicants, including those who have opted into RecruitAbility, whether they require any reasonable adjustments to the recruitment process. Reasonable adjustments will assist an applicant to participate in the interview and, if successful, perform the duties of the advertised job. Some examples of reasonable adjustments:

- a. The time of an interview;
- b. Ensuring suitable building access (e.g. wheelchair access);
- c. A translator;
- d. A support person.

11. The accessibility hub can give more information on how to arrange an interpreter and has a lot of useful information on reasonable adjustments in the work place [Pages - Accessibility Hub](#).<sup>1</sup>

### Additional Information

12. Additional information on the RecruitAbility Scheme can be found on our intranet page under 'Attract' [Pages - Attract \(defence.gov.au\)](#)<sup>2</sup> and 'Assess and Selection - Shortlisting' [Pages - Attract \(defence.gov.au\)](#).

---

<sup>1</sup> <http://drnet.defence.gov.au/People/Culture/Accessibility-Hub/Pages/Accessibility-Hub.aspx>

<sup>2</sup> <http://drnet.defence.gov.au/People/Jobs-Careers/APS-Jobs/APS-Recruitment/Pages/Attract.aspx>

13. A whole of Government guide for agencies can be found here [RecruitAbility scheme: A guide for agencies | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au).<sup>3</sup>

*Cassie Haynes*

**Cassie Haynes**

Assistant Secretary Human Resource Services Branch  
Defence People Group

**Contact officer:**

**APS Recruitment**

Email: [aps.recruitment@defence.gov.au](mailto:aps.recruitment@defence.gov.au)

Expired

---

<sup>3</sup> <https://www.apsc.gov.au/node/545>