

EMPLOYER'S GUIDE TO RECRUITMENT

PART 4: WELCOMING A NEW EMPLOYEE



Before they start

Ease nerves for new employees on their first day – especially those with autism or mental health conditions – by letting them know:

- If you have a company dress policy – or if casual attire is fine
- Where they should go and when
- Who will meet them and how that person relates to their job
- What they will do on the first day and the hours they will be expected to work.

“

Reasonable adjustments in the workplace is a return on investment as it shows people with disabilities can give something back

”

Day One

A structured induction process can help them settle into their role more effectively.

Consider explaining what they will need to do on the first day, week and month. A new employee then knows exactly what is expected of them and what they can expect of you.

If you have taken on an apprentice who will be working initially with a training provider remember to give a refresher induction when they begin their role with you.

Don't overlook simple pointers such as how to use equipment, where the toilets and tea room are, who they will be working with most closely and the person to speak to if they have any questions.



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ADDITIONAL SUPPORT

Access to Work

Does your new employee need specific support relating to a disability to help them do their job?

See our **funding** section on the help available to them through **Access to Work** to cover costs for special equipment, travel needs or support plans through the programme.

Providing support

Don't presume your employee will speak up. They may be unsure of what support they can expect – or feel uneasy about asking.

If you appoint someone who is disabled you have a duty to make reasonable adjustments to ensure their ability to do the job is not impeded.



A small price to pay to get people who then discover how good they can be.



Reasonable adjustments could include the following:

- Being flexible with break times or working hours
- Providing a dedicated desk not a hot desk for someone with a social anxiety disorder
- Installing an audio-visual fire alarm for a deaf person or special equipment for someone with arthritis
- Structured working days for individuals who have autism.

Find out more about reasonable adjustments at **Gov.uk**.

Offer a mentor or buddy

Assigning an employee who does a similar role as a point of contact can help a new employee settle into their role.

Similarly, by offering them access to an experienced colleague they can learn more about their job and the organisation, along with ways to develop their careers.

Regular meetings with your new worker can allow them to raise any concerns or need for further support.

Training opportunities can also underpin and improve their workplace experience.



For more tips on things to consider when you are recruiting, please see our other recruitment guides

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HERE'S HOW THEY DID IT...

A CASE STUDY

HEARING OR VISUALLY IMPAIRED EMPLOYEES

Jo-Ann Moran, who has Usher syndrome (a hearing and visual impairment), helps create equal workplace opportunities for people with disabilities.

She recommends simple measures to support people with visual or hearing impairments such as learning basic British Sign Language to improve how you interact with deaf colleagues.

Or find out how to design documents that take into account visually impaired employees who rely on the use of screen readers.

In an interview with the Barrhead News on being awarded a British Empire Medal for services to people with disabilities in the public sector, she said: "Reasonable adjustments in the workplace is a return on investment as it shows people with disabilities can give something back."



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A CASE STUDY MARRIOTT HOTELS

“Marriott is very enthusiastic about equality and diversity. It’s one of the pillars of how we do business,” says Cluster Director of HR for Marriott Hotels Scotland. “For many years we have engaged with those who are disadvantaged in our communities. We’ve worked with young people who have experienced the care system and with women who have mental health and addiction issues.”

The steps

“We started to look in some of our disadvantaged areas, worked with partners and identified young people who were not engaged at school, who were unlikely to be picked up in the workforce.

“We developed a 12-week programme. We taught them and provided a certificate in elementary food hygiene. Fairbridge and now The Prince’s Trust do the initial identification of a young person who needs support.

“Our first role after the training is to find them employment, preferably with us. Some people need a longer induction or they need a mentor but that’s a small price to pay to get people who then discover how good they can be.”

The impact

“Our labour turnover is about 15%, by year end 20%, which is a healthy turnover, but it’s dramatically less than the rest of our competitors. There is no downside to this.”

Help available

Our Equality Team can provide further support at MAequality@sds.co.uk

Equate Scotland runs a national network for women in STEM apprenticeships.

Gov.uk provides information on **Access to Work** and **reasonable adjustments** in the workplace.



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