

# HIRING: ONBOARDING





A reasonable adjustment is a change to a usual process or procedure that makes it easier for someone to do something. These changes make it so that everyone has a fair chance to succeed or take part.

Reasonable adjustments are important for people with disabilities where usual processes or procedures may make it difficult for them to take part. This is particularly useful in the recruitment stage of employment where usual recruitment mechanisms can be prohibitive.

This resource looks at some of the reasonable adjustments that can make your onboarding process more inclusive of people with intellectual disability.

Creating an accessible onboarding process for employees with intellectual disabilities involves adopting inclusive strategies that prioritise clarity, support, and adaptability. Employers should begin by tailoring onboarding materials to suit a variety of learning preferences, using plain language, easy read, visual aids, and step-by-step explanations to make information more accessible. Providing information in multiple formats ensures that everyone has equal access to critical details about the workplace, job expectations, and organisational culture.



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Structured support during the onboarding period is very important. This might include:

- Assigning a mentor or buddy to offer personalised guidance and foster a sense of belonging.
- Breaking down training into manageable chunks allows employees to absorb information at their own pace, reducing the risk of overwhelm
- Incorporating hands-on training and role-playing exercises can also help individuals understand tasks more effectively through experiential learning.

It is equally important to create an open environment where questions are encouraged and mistakes are viewed as opportunities for growth. Managers should provide regular, constructive feedback using positive reinforcement to build confidence and competence.






Remember! People with intellectual disability are capable of learning new tasks, it may just take a little bit of extra time or some creativity in the way that new information is delivered.

Always have high expectations of your employee and give them every opportunity/tool to meet those expectations.

Open communication with the new hire, their family, or support workers, where appropriate, and agreed to by the employee, can help employers better understand individual needs and tailor accommodations.



Flexibility in scheduling and responsibilities during the initial period can ease the transition and foster a stronger connection to the workplace. Employers should ensure all onboarding activities take place in an environment that feels welcoming and inclusive, minimising unnecessary distractions or stressors.

Finally, ongoing education for all employees about inclusivity and disability awareness reinforces a culture of acceptance and respect. By integrating these practices, employers can create an onboarding experience that not only accommodates intellectual disabilities but also empowers individuals to contribute meaningfully to the organisation.