

Guidelines for personnel selection in science and administration: Dealing with applicants with disabilities

Why is this relevant?

- **Better processes for everyone:** e.g. high-contrast environments are useful for everyone and a requirement for visually impaired people
- **Attracting skilled workers:** An inclusive climate, including in the application process, makes the job interesting for applicants
- **Avoiding discrimination:** Discrimination against people with disabilities in the application process is illegal ([AGG](#))

Further links:

- www.leistungsnavi.integrationsaemter.de
- www.talentplus.de
- www.beratungskompass-inklusion.de

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Notes on preparation

Question your own prejudices:

- False stereotypes (e.g. lower competence) prevent potential from being utilized and can be hurtful.
- Invisible disabilities are often overseen (e.g. forms of neurodiversity such as dyslexia).

Job advertisement:

- Pay attention to accessible documents, websites, and clear language that make participation possible in the first place.

Selection

Recognizing barriers and breaking them down together

- Proactively ask applicants whether or which physical, structural or digital barriers (could) limit their participation.

Find and utilize funding opportunities

- Adaptations to remove barriers and the funding of a position are often subsidized. The inclusion officer can advise you on this.

Approach

Focus on expertise

- The applicant's qualifications should be in the foreground; watch out for biases.
- Through their everyday experiences, many people with disabilities develop valuable skills such as problem-solving abilities, resilience, and unique perspectives that are of great benefit to research and administration.

Working together

Living inclusion

- An inclusive and supportive working culture makes work more effective and enjoyable for everyone. After all, not all disabilities are visible.

Adapting support

- Regular exchanges are intended to ensure that the support and resources still meet current needs.

Enable flexibility

- Mobile or flexible working hours can be important for the participation of employees with disabilities. Act individually according to the needs of the employees.