

Employer Info-Sheet: Working Interviews

What is a Working Interview?

A working interview is a **more inclusive approach to recruitment**, especially for autistic people and people who have learning and / or communication disabilities.

You may be used to traditional approaches to recruitment where candidates are selected based on the strength of their application form and / or CV, which then may lead to an interview (whether in person, over the phone or video call).

People with special educational needs & disabilities often find it hard to excel in these situations. This is where the working interview comes in. Working interviews are hands-on, giving you the opportunity to **see the candidate in action**.

What happens in a Working Interview?

Before the interview begins, a **Job Coach meets with you** to understand the role and see the tasks you would like that future employee to do – this is called a task analysis.

You will also be sent the candidate's **vocational profile**. This tells you what roles and industry sectors the person with special educational needs is interested in to ensure that the candidate you receive from us genuinely wants to work for your organisation.

The Job Coach then **attends the interview with the candidate and supports them to become competent and independent** doing the job. You can see how the candidate works and decide whether you would like to offer them employment directly, a Supported Internship prior to employment, or whether the interview has been unsuccessful.

The Process

You **advertise a vacancy** as usual.



We help the candidate with their application form and request a working interview as a '**reasonable adjustment**'



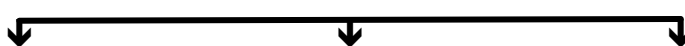
If you think the candidate has **potential to progress further**, contact the Job Coach to arrange a visit to **conduct a task analysis**.



The Job Coach will arrange for the candidate to **attend the working interview on-site**, learning the role with support from the Job Coach.



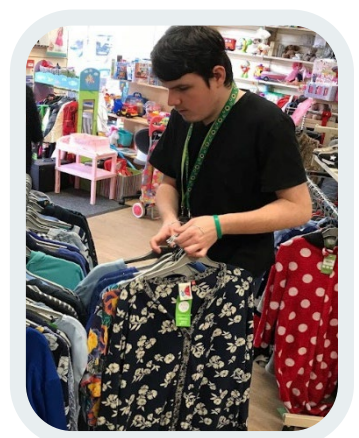
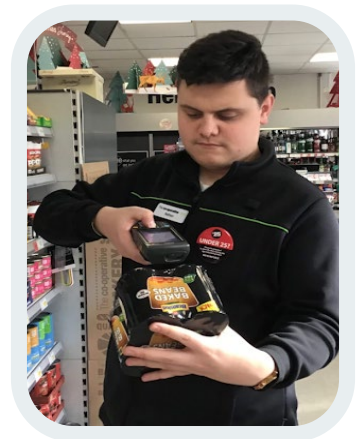
You **decide the outcome:**



Unsuccessful

Employment

Supported Internship



Outcomes Explained

Unsuccessful

The candidate returns to Homefield College for their studies.

Employment

The candidate ends their studies at Homefield and becomes your employee.

You can access support with the Disability Confident scheme and investigate Access to Work to help the employee settle in to working life.

Supported Internship

This is a 6 - 9 month supported employment programme with continued support of a Job Coach and Homefield College. You do not need to pay the candidate during the Supported Internship as they will remain on a study programme that has a heavy work focus.


Usually students are based at an employer for 2 days per week, and their 3rd day is spent at College developing transferable skills and / or working towards qualifications to strengthen their career prospects.


We hope the paid opportunity will be offered to the student following a successful Supported Internship programme. Think of this programme like an extended working interview.

Next Steps

Get in touch to **discuss the process of a working interview further**, or find out more information about the **wide range of benefits** we can offer your company:

 **Keleigh Windram** – Careers Lead

 keleigh.windram@homefieldcollege.ac.uk


 07385 491 425

More about Homefield

Homefield College is a specialist Further Education college and charity that provides education, training, care and support to people who have learning and communication disabilities.

We help our beneficiaries to achieve their goals through practical experiences and person-centred learning in the local community, realising their potential as active citizens.

 contactus@homefieldcollege.ac.uk

 01509 815 696

 www.homefieldcollege.ac.uk

