Using one-page profiles in recruitment (employers)

Using one-page profiles as part of the recruitment process has a number of benefits for the recruiting organisation and potential employees. For employers, a one-page profile can:

* Provide a brief introduction of the potential candidate capturing key information from both a general and a work perspective.
* Introduce the concept of person-centred approaches to candidates during the first contact with the organisation. Using the one-page profile during recruitment can highlight that all employees within the organisation are unique, human and approachable.
* Provide the employer an alternate way of ‘getting to know’ a potential employee. The profile can then be used as a means of introducing the successful candidate to their team, manager and the individuals they support.
* Improve the match between employees and the individuals supported by the organisation.
* Provide information on how a candidate may contribute to the team, organisation and how they match up against the capability requirements as detailed in the Workforce Capability Framework.
* Serve as a living document of a successful candidate; in time it can be updated as they settle into their position and gain a better understanding of how they want to be supported within the workplace.
* Be used within areas of workforce development, supervision and support and can assist in streamlining the processes and paperwork you have for your employees whilst embedding a person-centred approach within the organisation.
Be clear about the purpose and process of developing one-page profiles with potential employees. Not everyone will immediately see the benefits if you don't outline what they are, why you are asking them to develop a profile and how they will be used in the recruitment process and beyond.

Provide tips on how to develop a one-page profile in the same way you do for individuals supported by your service. If you provide a template with instructions and support to assist in completing the one-page profile you are more likely to get quality information.

Whether you have individual or group interviews, candidates can be coached to develop a draft one-page profile as part of this process. This also gives you the opportunity to see how candidates respond to coaching and support, as well as their ability to reflect on what matters to them and how they like to be supported at work.

Provide information and examples to candidates if you want them to develop a draft profile before coming along to an interview. Providing a copy of your own one-page profile is a way of leading by example.

When recruiting for a position working directly with individuals, the shortlisted candidates’ one-page profiles can be presented alongside the capability requirements, position description and selection criteria for the role. This will assist the individual in their decision on which shortlisted candidates to interview or meet.

When developing one-page profiles with employees the ‘what’s important to’ section of the one-page profile can be used to get a sense of people’s motivation for working in the disability sector, volunteering, etc. You can use the motivational tool to assist you to support the person to gather this information.

Ask for a couple of things that are important to employees outside of work, no matter what role they are applying for. Information about their strengths and interests can assist you in matching employees with individuals supported by your service.
One-page profile

What people appreciate about me

What's important to me

How best to support me

Template
Recruitment and selection

Additional resources

* The Workforce Capability Framework
* The disability career planner and capability framework implementation guide
* Technique, tips and template – using one-page profiles in recruitment (employees)
* Tool and tips – using the ‘motivational tool’ to identify methods of recruitment and supporting volunteers
* Technique, tips and template – using ‘important to and for’ in job design and recruitment.

Definitions

The term individual(s) refers to an individual with a disability and their family and/or circle of support.

The terms staff/employee(s) refer to paid or unpaid members of the workforce regardless of their employment relationship with their employer i.e. permanent, casual, full-time, volunteer, etc.

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