

ADJUSTMENTS TO THE RECRUITMENT PROCESS

Guide to reasonable adjustments and requesting support in the recruitment process



INTRODUCTION

During your application process you will have seen this question: “Do you need any adjustments to be made in the recruitment process?” but you may wonder why we are asking this, or what type of adjustments can be requested?

If you require an adjustment, please tell us what you need and why. By sharing this information with us it allows us to make necessary changes to our hiring processes to meet your needs – providing you the opportunity to be at your best at interview and to allow you to be fairly assessed for the role.

But what qualifies as an adjustment? This is anything we need to consider to adjust the interview process around your needs. If you have a disability or health condition, this might include accessibility support or a change in the assessment format. You may have a medical condition or be a carer that could affect your availability to attend interview at certain times of the day. Some adjustments are very simple to implement, and others are more complex and may require specialist support or additional resources.



Other examples of adjustments include:

- Additional time to complete certain stages of the recruitment process
- If you wish to bring a British sign language interpreter
- Rest breaks on the interview / assessment day
- Alternative formats of written / numerical tests in audio, braille, and large print
- A verbal test rather than a written one
- Adjusting the time of interview due to reasons like: cultural or religious considerations, caring responsibilities etc

1. What is 'reasonable' to ask for, what adjustments do I need?

A good question to ask yourself is 'Why do I need an adjustment and what do I need in order to demonstrate my potential?'

Requesting adjustments is a two-way process. When you submit a request for an adjustment, we will assess why the adjustment is being requested and whether the request is reasonable. We may wish to get in contact with you to discuss the best solution. Remember that you must inform the recruiter of the reason for and the adjustments you require prior to the interview stage.

2. How can I request adjustments?

By following these 3 simple steps, this will provide us the information we need to assess your request:

- a) This is my disability / condition / requirement
- b) This is the implication for the recruitment process
- c) As a consequence, this is what I require

Examples shown below:

Accessibility/Mobility

- a) Condition: I am a wheelchair user or need support in movement.
- b) Implication: Unable to walk or walk short distances, or I need to use a wheelchair at all times.
- c) Requirements: Consider building & room access, ensure accessible facilities such as toilet as well as a parking space near to the entrance.

Dyslexia / Dyspraxia

- a) Condition: I have dyslexia and/or dyspraxia.
- b) Implication: I have weak short-term memory and I am unable to write comprehensive notes while I am listening.
- c) Requirements: To have handouts in advance and will also require additional time.

Anxiety Disorder

- a) Condition: I have an anxiety disorder.
- b) Implication: Very nervous and anxious particularly in new situations.
- c) Requirements: Useful for people to be aware that I will be more anxious than others and for interviewers to be conscious of this while asking questions and accessing my answers.

During the recruitment process someone from the recruitment team will liaise with you regarding adjustments if requested during application stage. We are committed to providing a recruitment process to enable everyone to demonstrate their full potential.