

**Considering Reasonable Adjustments at Interview Stage**

All candidates invited for interview will be asked whether they require any reasonable adjustments, or have accessibility needs, to enable them to participate in the process.

If a candidate discloses their condition and makes a request, it is our responsibility under the Equality Act 2010 to make reasonable adjustments for them.

HR will advise you of any requests made and suggest reasonable adjustments.

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| **Examples of reasonable adjustments at interview stage:** |
| 1. Providing interview questions in advance of the interview.
2. Allowing time for ‘thinking pauses’ to give candidates more time to respond to questions.
3. Allowing candidates to take notes during the interview, if appropriate.
4. Allowing additional time in timed tests, interviews, or other assessment activities (including access to assistive technologies).
5. Removing Situational Judgement Tests which are particularly ineffective for neurodivergent applicants.
6. Changing the time, location, or format of interviews.
7. Providing interview questions in written format.
8. Allowing candidates to complete a written test using a computer.
9. A visit to the site of the interview in advance.
10. The option of bringing a supporter to attend the interview, if necessary, to assist in communication between the panel and candidate.
11. The option to interview remotely instead of in person to avoid unnecessary travel.

This is not an exhaustive list and, depending on the circumstances, other adjustments may be appropriate. |