



Adjustments to the Recruitment Process for applicants with a disability

Asking for adjustments

Job applicants can ask for reasonable adjustments during any part of the recruitment process. For example, someone might need the application form in a different format, wheelchair access for an interview, or more time for an interview test.

A good interview and test (if required) should assess the skills for the job. It should not put you at a disadvantage because of your impairment. If it can be changed so that being disabled does not put you at a disadvantage, then this is a reasonable adjustment.

UHNM, like all employers must provide reasonable adjustments under the Equality Act 2010 and we will ask if you need adjustments in the application form or when you are invited to interview. You do not have to 'disclose' your condition when you are applying for a job. But, if you are going to ask for reasonable adjustments, you will need to tell us that you are disabled.

Examples of reasonable adjustments in job interviews and tests

What counts as a reasonable adjustment depends on the type of job and the tests needed to see if you can do it. Common examples can include:

- a British Sign Language interpreter
- assistance if the test is on a computer, such as a larger screen, software or a person to read for you
- more time to complete tests/assessments
- asking for interview questions in advance
- ensuring the physical environment meets your needs

Asking for adjustments at interview

You are the expert on your specific requirements. Contact the recruiting manager to find out what's going to happen at your interview and if there are requirements for a test or a presentation. Ask for the changes that you feel you need for the interview or any tests.



Start by asking:

- What will be needed from me on the day?
- What will the format of the interview be?
- How will you be testing me?

If you need to, ask more specific questions, like:

- Is there level access to the interview room?
- Will I be using a computer? Should I bring mine? (Explain why if you need to.)
- Will there be a handwritten test, or a presentation required?
- How many people will be interviewing me?
- How long will the interview last?

As early as possible, say what you need and why you need it. The earlier you ask, the more likely you are to get what you need. Do not assume that the person you're asking knows anything about disability.

Say:

- that you're disabled and in what way, for example 'an eye condition'
- which parts of the test are inaccessible because you're disabled
- what you need on the day and why

For example:

"I have an eye condition that means that I need a lower light for me to work effectively. Can you adjust the lighting in the room? Or can we change the venue?"

Send an email

Summarise what you need in an email so that there is a written record of what you asked for.

If the recruiting person refuses your request for an adjustment

There may be a good reason for refusing your request, for example it isn't reasonable. Ask if they can think of any ways that they could make the test accessible, while still testing for the skills that they need, but also get back in touch with our Recruitment Team who will support you further.