

Inclusive Recruitment and Interviews

A checklist for recruiters and hiring managers

Before advertising

Describe essential communication tasks accurately. Avoid unnecessary requirements for fast verbal responses or telephone skills where other approaches can achieve the work. Make it easy to request adjustments.

Before the interview

Ask candidates whether they need adjustments without making assumptions. Consider a quiet environment, advance written questions, additional response time, alternative formats and accessible assessment tasks. Brief interviewers on respectful communication.

During and after

Assess the evidence against the same role criteria. Allow the candidate to finish. Check understanding without embarrassment. Record agreed adjustments confidentially and consider onboarding needs if appointed.

Fair assessment

Do not equate fluency with knowledge, leadership or suitability unless a particular spoken communication requirement is genuinely essential and proportionate to the role.

Personal notes / action worksheet

[] The job advert distinguishes essential from preferred communication skills.

[] Candidates know how to request interview adjustments.

[] Interviewers have clear inclusive communication guidance.

[] Assessments allow candidates to demonstrate actual skills.

[] Onboarding includes a confidential adjustments discussion.

Further information

ACAS - Reasonable adjustments (<https://www.acas.org.uk/reasonable-adjustments>)

Information only. This resource is not a substitute for individual speech and language therapy, employment or legal advice.