

Preparing for a Job Interview

Practical preparation and accessible interview options

Before the interview

Review the job requirements and prepare examples of your skills and experience. Practise responses in a way that works for you, but do not feel obliged to memorise scripts. Consider whether extra response time, written questions, a quiet room or another interview format would help.

Requesting adjustments

You can contact the recruiter in advance and describe the barrier and adjustment you are requesting. You need not disclose more medical information than is necessary to explain the request. An adjustment should help you demonstrate your suitability for the role.

During the interview

Take time to answer. It is reasonable to ask an interviewer to repeat or rephrase a question. You may use notes or written support if agreed. Bring the conversation back to your experience and what you can contribute.

Sample request

I have a speech condition that can affect how quickly and clearly I speak. To help me demonstrate my experience, could you provide the interview questions in writing and allow additional response time? I would be happy to discuss practical arrangements.

Personal notes / action worksheet

Three skills or achievements I want to highlight:

Examples I can use to demonstrate them:

Interview situations that may create barriers:

Adjustments I would like to request:

Questions I want to ask the employer:

Further information

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

GOV.UK - Employment rights (<https://www.gov.uk/rights-disabled-person/employment>)

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