Reasonable adjustments can sometimes be small but they can make a big difference in the interview process if you have a disability. When asking for reasonable adjustments, your employer must understand what RAs you need and how they can help you. If you are unsure what to ask for, please review our reasonable adjustments suggestions table (also available on our website) or ask the firm for a list of commonly applied adjustments.

1. **Initial contact about RAs - disclosing disability**

Like with any email, first, you state your reason for contacting them and you could start the email like this:

*“I hope you’re well. I have applied for (position), and in the application, I disclosed a disability. I have (disability), which means that (a description of your disability and how it affects you is optional but may help them understand). Therefore I would like to request some reasonable adjustments for the interview.”*

Or if you didn’t disclose your disability in the application the email could look like something like this:

*“I hope you’re well. I have applied for (position). I would like to disclose a disability. I have (disability and description). I would like to request some reasonable adjustments for the interview.”*

1. **Gathering information about the day**

The next step is to find out about the interview day so you can find out what reasonable adjustments you might need to request. A bullet point list is a quick and easy way to communicate these to the employer. Ask things that would relate to your disability.

* Clear and direct
* Questions about the factors that were not answered on their website or emails
* Helps to communicate what you expect and your preferences

Here are some examples.

“I have some questions about the interview day so I can have a better understanding of the adjustments I might need to request.

* Do we have breaks throughout the day and how long are the breaks?
* Can I print out the written materials? Can I zoom into the text?
* Will there be scenario-based questions?
* Can I wear my microphone headset? It would help me to cut down the background noise
* Could I joint down a couple of keywords of the questions when in the interview if I lose track? This would help me to stay focused.

Could we arrange a meeting or a phone call to discuss these further, and go through my reasonable adjustments? I have also prepared a document that explains my reasonable adjustments and mitigating factors that I could share with you if you wish? Thank you for your help,

Kind regards,

(Your name and contact details)”

1. **Requesting RAs**

After this, you can send your RAs through, and Reasonable adjustments vary according to the person and the disability. Here are some examples that can help you to put together a RA document together that you can share with employers:

| General challenges (symptoms of the disability) | Written task | Group task | Case study interview | Competency interview | General |
| --- | --- | --- | --- | --- | --- |
| reading difficulties and slower information processing speed | extra time for reading the task and for organising my answers | - | Ask if you could have notes/material printed in front of you | - | - |
| Concentration and focus | Ask for extra time | ask for a smaller group  This could help you to focus better and not be distracted by others | ask to be somewhere quieter to avoid distractions | again, you can request a quieter environment to prevent environmental distractions. | - |
| Hyperactivity/struggling to sit still for long periods of time | - | - | - | - | Ask if you could go for a short walk (5min) in between the tasks and throughout the day, as this might help you to focus better.  Also, ask about breaks during the day when initially contacting the employer. |

*^The above is not an exhaustive list, but gives you an idea of what RAs could be!^*

The document and the email to go with it could be formed like the following example:

Email

“Following up our previous discussion, I have attached the document explaining my Reasonable adjustments and the mitigating factors for the day.”

Document

“Here are some reasonable adjustments I would like to request for the day.

1. **written task**:

* Extra time for reading the questions
* item 2
* item 3

1. **group task**:

* item 1
* item 2
* item 3”

1. **Case study interview**:

* item 1
* item 2
* item 3

1. **Competency interview**:

* item 1
* item 2
* item 3”

**4. Mitigating Circumstances**

With some disabilities, you might be in an unfair position compared to neurotypical applicants in an interview, even though this doesn’t necessarily tell anything about your ability to succeed in the job itself. Below are some examples of things you might want to disclose to the employer not to assess you on. You can add these to the end of the document explaining your RAs.

| Mitigating circumstance | Reason |
| --- | --- |
| Maintaining eye contact | Because I have autism, I struggle to maintain eye contact with people. |
| Losing track when answering a question | Because I have ADHD, I sometimes lose track of my answers, even though I have studied the answer before. Please let me have a moment to organise myself again and continue where I left from. |
| Grammar mistakes and misspelt words | Because of my disability, I struggle to write grammatically correct, however, this would not impact the quality of my work as I have software that checks my spelling |
| Focusing during a series of long-winded questions | I might get distracted if the questions are very long-winded, and ask that you would not assess me on this. (You could ask for the Questions on paper in the RAs) |
| sitting still in a formal setting for a long time | I struggle to sit still for long periods and I would like to ask that you would not assess this when in an interview. |
| asking twice about a task/ needing a reminder of what the task was | I sometimes need to ask again what I was meant to do, as I sometimes struggle to hold onto and remember details, especially when in a new situation or nervous. |
| answering/popping in before the interviewer is finished speaking and  waiting for questions to finish before answering, especially if questions are long or contain multiple clauses | I sometimes get ahead of myself and want to answer a question before it has been presented to me fully.  If the questions are long-winded I sometimes might struggle to focus and wish for patience when I ask the interviewer to specify. (could also add one about the struggle of reading social cues for autism etc.) |

“I would also like to inform you about things that I find challenging because of my disability and I wish that were not assessed during my interview. These include:

* Item 1 and reason
* item 2 and reason….”

1. **Signing off**

The last thing to do is to ask the employer if they have any questions and ask what RAs will take place during the interview day (ask for a step by step overview of the day with your RAs in). Leave your contact details at the end of the email, and it could look like something like this:

“Please let me know if you have any further questions about the reasonable adjustments that I’m requesting. Could you also inform me after deciding what RAs you’d implement? I am looking forward to hearing back from you.

Kind regards,

(name and contact details)”

**General tips when asking for RAs**:

* **Have things in writing** - A good way to do this is to have the emails of your conversations and what RAs the employer agreed to, and It will be easier to follow up on if the RAs were not put in place properly.

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