

## Reasonable adjustments for interviews template

Cut, paste and edit the wording below to suit your needs, then share by email with the relevant employer/hiring manager to ensure you get the support you need to thrive at an interview.

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Subject: Interview Accessibility and Inclusion - [Your Name]

Dear Hiring Manager [insert name if known],

I appreciate the opportunity to interview for the position of [insert job role applied for] at [insert company name]. I am looking forward to the upcoming interview on [insert date]. To ensure an inclusive experience for both myself and other candidates, I wanted to share some insights into my Neurodivergent profile and suggest potential adjustments that could enhance the interview process.

I am Neurodivergent with differences, including [insert, e.g., ASD, Dyslexia, ADHD]. These aspects are integral to my identity and contribute to my diverse thought processes and strengths. However, the traditional recruitment process may not always be the most inclusive for Neurodivergent individuals. With that in mind, I'd like to propose some adjustments that could help create a more accommodating interview environment.

## **Requested Reasonable Adjustments:**

### 1. Advance Notice of Questions:

Provide questions in advance to eliminate the memory test aspect of the interview, allowing me to offer thoughtful and relevant responses.

### 2. Extended Time:

Due to my [insert, e.g., Dyslexia, ADHD, ADD], extended time for both presentations (if applicable) and the interview itself would be beneficial.

### 3. Presentations:

If presentations are part of the process, kindly share the required information at least 48 hours in advance.

### 4. Notes:

Permit the use of notes during the interview to support clarity and coherence in my responses.

## **Other Tips and Suggested Practices:**

### 5. Fidgeting or Movement:

Understand that I may fidget or move around during the interview as a way to relax and focus.

6. Time Limits:

Eliminate stipulated time limits for answers to accommodate my storytelling style and allow a more natural flow of communication.

7. Plain Language:

To ensure clarity and clear communication, frame all questions and instructions in plain English, avoiding lingo, acronyms, or jargon.

8. Processing Time:

Allow adequate time for me to process, reflect, and respond to interview questions.

9. Two-Staged Questions:

Avoid two-staged questions if possible, and be prepared to repeat questions for better understanding.

10. Eye Contact:

Understand that I may not make consistent eye contact during the interview, as it is a part of how I think and process information.

These suggestions, based on my own lived and practical experience of the recruitment process, will assist you in creating a safe, equitable and inclusive space for the interview process, enabling me to present my authentic self and demonstrate my suitability for the role.

I look forward to discussing the many strengths, talents and potential I offer to your business with you soon.

Yours sincerely,

[Your Name]