Dear Hiring Manager [insert name if known]

Thank you for confirming that I have been successful in securing an interview with [insert company name] for the position of [insert job role applied for].

In advance of the interview on [insert date], I thought it would be helpful to explain a little bit more about myself and how you can help to create am inclusive experience for me at the interview.

I am Neurodivergent with the following differences/co-occuring differences [insert e.g. ASD, Dyslexia, ADHD).

These differences are very much part of who I am and as I’m sure you’ll be aware bring my many strengths and diversity of thought. However, the recruitment process is not always the most inclusive of places for Neurodivergent people such as myself and I thought it helpful therefore if I shared a few ideas and suggestions how you could help in this respect.

**What reasonable adjustments would be beneficial for an interview**:

* **Advance notice of questions:** This adjustment is particularly helpful and removes the memory test from interviews, giving me time to consider which pre-prepared example best fits your question, helping keep my answers **on** topic. Please share any questions in advance, not just with me, but with all the candidates - this eliminates any notion of unfair advantage or bias towards myself. If you can share what you are planning on assessing at interview that would help me to provide the best possible responses.
* **Extended Time:** Due to my [insert e.g. Dyslexia, ADHD, ADD], I may require additional time to read and process information. Therefore, I request extended time for both the presentation [if applicable] and the interview itself.
* **Presentations:** Provide me with a minimum of 48 hours information around any planned presentation tasks.
* **Notes:** Allowance for me to bring and refer to my own notes during the interview.

**Other helpful tips and suggested good practice:**

* Recognise that I may at times fidget (stim) and move around during the interview to help me relax and focus - encourage getting out of chair and moving around;
* Remove any stipulation of time limits for answers during the interview, to make allowances for my natural/inherent storytelling style to flow;
* All questions and instructions should be in plain English, avoiding lingo, acronyms or jargon - at all times remaining unambiguous;
* Allow time for me to process, reflect upon and answer interview questions;
* Do not, if possible, ask me ‘two-staged questions’ and be prepared to repeat the question if needed to aid my understanding;
* Recognise that I may not make eye contact with you – this is not me being rude but is how I think and process information.

I hope this information is helpful for you and enables you to create a safe and inclusive space that allows me to bring my whole authentic self to the interview.

Yours sincerely

[insert name]