

Supporting Candidates Through Reasonable Adjustments

Guidance for Hiring Managers

What are Reasonable Adjustments?

Reasonable adjustments are changes or supports put in place to remove or reduce barriers for individuals with disabilities. These adjustments help ensure that all candidates have equal access and opportunity during the recruitment process and in the workplace.

Under the **Equality Act 2010**, employers have a legal duty to provide reasonable adjustments. More importantly, they are a key part of creating a fair, inclusive, and high-performing environment.

Examples of Reasonable Adjustments in Recruitment

As a hiring manager, you may encounter requests such as:

- Additional time or breaks during assessments or interviews
- Providing interview questions in advance
- Use of assistive technology or alternative formats (e.g., large print)
- Adjustments to the interview environment (e.g., reducing noise or visual distractions)
- Flexible communication methods (e.g., written over verbal responses)

Your Role as a Hiring Manager

Be proactive and open-minded: Encourage a supportive atmosphere where candidates feel comfortable requesting adjustments.

Collaborate with the recruitment team: They will inform you of any adjustments requested and help coordinate them.

Respect confidentiality: All requests are handled with care and sensitivity. You do not need to know a candidate's diagnosis - only the support they require.

Be flexible: Adjustments may vary depending on the individual's needs and the nature of the role.

Further Information

For more on reasonable adjustments and your responsibilities under the Equality Act 2010, visit: www.gov.uk/reasonable-adjustments-for-disabled-workers