

Reasonable Adjustments for Job, Promotion or Development Interviews

Examples of Adjustments that could be considered

Contents

Introduction.....	2
Adjustment Examples.....	3
Physical Adjustments.....	3
Practical Adjustments	4
Interview Panel Adjustments	4
Frequently Asked Questions	5
What do I need to do to request an adjustment?	5
Who do I need to contact?	5
Will my needs be kept confidential?	5
Further Sources of Support	5

Introduction

Sellafield Ltd. is working towards transforming its culture as a company to one which fully embraces Equality, Diversity and Inclusion (EDI), following the '**Respected. Included. Performing at our Best**' vision and strategy.

A key tool in helping us achieve this goal is the **Reasonable Adjustments Passports (RAPs)**; these are living records between an employee and their line manager which document the needs of the individual and the adjustments agreed upon to support employees with a disability, condition or circumstance.

Some adjustments may only be required in specific situations, such as on training courses or in interviews, while others are needed consistently.

A guide to general reasonable adjustments can be found on the [Diversity & Inclusion SharePoint](#), or you can [navigate to it directly by clicking here](#).

There is no exhaustive list of what adjustments are available, and there will be some adjustments which are not practical, however Sellafield Ltd. is committed to working with its employees, both present and prospective, to find the best solution to meet their needs.

This guide aims to provide **examples of reasonable adjustments that may be required by people during the interview process** at Sellafield Ltd.

Anyone who requires reasonable adjustments for interviews should get in touch with [Group Business Services \(GBS\) Recruitment \(GBS.Recruitment@sellafieldsites.com\)](#) and, where appropriate, the named person responsible for the specific Vacancy Notice (VN) they will be interviewing for in order to arrange them.

Disclaimer: anyone found to be mis-using this process to gain an unfair advantage during the interview process will be subject to disciplinary proceedings and may have offers of employment or promotion withdrawn.

Due to General Data Protection Regulation (GDPR) there will be no long-term record kept of the adjustments an individual has requested after their interview date. For

unsuccessful candidates these will be destroyed immediately, for successful candidates a record will be retained until the successful completion of their probationary period. It is therefore recommended that the individual keeps a record themselves to make it easier to request them for their next interview.

Adjustment Examples

There is no exhaustive list of reasonable adjustments required for specific disabilities or conditions, as these can vary drastically between individuals.

Most adjustments are aimed at removing or reducing specific barriers that cause a person hardship and difficulty at work, so people with different disabilities/conditions may have the same reasonable adjustments.

Physical Adjustments

The **location where an interview takes place** can be adjusted to make sure that it is accessible.

Factors to take into consideration include;

- Mobility aid/wheelchair access to both the building and the room itself.
- Distance from disabled parking facilities.
- Accessibility of welfare facilities.
- Having the room be hearing loop enabled.
- Appropriate temperature controls set to an appropriate level for the individual (several conditions can be affected by too hot or too cold conditions).
- Consider levels of ambient noise and light in the room and be prepared to make adjustments if needed (including using another room).
- Alter the layout of the room so that the interviewee does not have to sit directly across from the interview panel.

It is also best practice to inform attendees of these factors beforehand so they have enough time to request a change of venue if they need it ([a guide on accessibility statements can be found on the Diversity & Inclusion SharePoint](#)), and also provide a point of contact for them to use if they require other specific adjustments.

Practical Adjustments

- **Extended interview time (usually up to 20%)** for individuals whose condition can impact information processing/recollection speeds or communication barriers which are made worse by limited time constraints.
- **Early access to interview questions/likely topics** (perhaps the day or couple of days before the interview).
- **Offering alternative assessment/test formats (e.g. verbal rather than written).**
- **Offering a selection of interview dates/times and locations.**
- **Allowing the person to take in some prepared notes to refer to during the interview and in some very specific circumstances a service animal (for example guide dog) or other individual (in the case of significant disability)**

Interview Panel Adjustments

Making the panel aware of the adjustments (or condition), especially when it may affect aspects which are often assessed as part of the interview process, such as body language.

Some examples are;

- A person may be perceived as having disinterested or unprofessional posture during an interview, when this is actually the result of chronic pain or another underlying condition.
- A person who does not make eye contact may be perceived as lacking confidence, when this is actually because they are neurodivergent.

There is no requirement to disclose a disability or condition if the person is uncomfortable doing so.

Anything disclosed when requesting a reasonable adjustment will be treated with the upmost confidentiality, as required under GDPR.

Frequently Asked Questions

What do I need to do to request an adjustment?

Email [Group Business Services \(GBS\) Recruitment](#) and, where appropriate, the named person responsible for the specific VN they will be interviewing for in order to arrange them and include information on what adjustments are required.

Due to GDPR there will be no record kept of the adjustments an individual has requested after their interview date. It is therefore recommended that the individual keeps a record themselves to make it easier to request them for their next interview.

Who do I need to contact?

GBS and, where appropriate, the named person responsible for the specific VN they will be interviewing for. If there are issues that arise, you can also contact the D&I Team (D&I.Team@sellafieldsites.com).

Will my needs be kept confidential?

Due to GDPR there will be no record kept of the adjustments an individual has requested after their interview date. It is therefore recommended that the individual keeps a record themselves to make it easier to request them for their next interview.

Further Sources of Support

If you have any further questions not addressed in this guide, or want further advice, please contact the D&I Team via D&I.Team@sellafieldsites.com. More information can be found at the following links;

[Equality Act 2010](#)

[ACAS](#)

[Data Protection Act 1998](#)

[Diversity & Inclusion SharePoint](#)