FAQs Adjustments in the Recruitment Process

There is no mention of adjustments or disability support on the application form. Are employers able to provide adjustments?
Most employers will provide adjustments because they want you to be able to demonstrate your full potential during the recruitment process. Letting them know at the application stage will allow them time to provide the relevant support.

How do I ask for an adjustment?
You can inform an employer at any stage of the application process, but earlier in the process is better in order to provide them with sufficient time to implement the support / adjustments that you require.

This ebook provides practical tips on requesting support in the recruitment process:
Recruitment Process Adjustments

What types of adjustments are available?
Employers can provide various adjustments that will enable you to perform your best at all stages of the recruitment process. For example, they can provide assistive technology or an interpreter, extra time or a change in the format of an assessment, to make it more accessible for you.

Who should I contact about adjustments?
You can find an employer's dedicated disability contact information on MyPlus Students' Club directory of Disability Confident Employers and / or on the employer's website; you should aim to contact the Graduate Recruitment Team to discuss your requirements.

Will I have to pay for adjustments?
Employers will provide any adjustments required, provided you inform them of what you need and have given sufficient notice. You will not have to pay for the adjustments yourself.

I need an adjustment, but I don't wish to mention my disability.
It is recommended that you are open about your disability to enable an employer to provide you with the adjustments and support you need to be able to perform at your best. You will not be expected to discuss the details of your disability, you will just need to provide the information necessary to put the support in place. Any information you provide is treated in confidence.

These ebooks explain the benefits of being open and how to be open:
Benefits of being open
How to be open

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