

# REASONABLE ADJUSTMENT EXAMPLES

You can request reasonable adjustments at any stage of our recruitment process by contacting [vacancies@yorks.ac.uk](mailto:vacancies@yorks.ac.uk). If you would prefer to contact a named person, please email our Resourcing Officer Alice McEntee: [A.McEntee@yorks.ac.uk](mailto:A.McEntee@yorks.ac.uk).

You don't need a diagnosis to receive reasonable adjustments, and you do not need to disclose any information relating to a disability. It may be helpful to outline the reason an adjustment would be helpful so we can ensure that you have the best possible experience.

Please find below some examples of reasonable adjustments that can be made:

- Additional time to complete an interview and any assessment tasks
- Virtual interview
- The provision of interview questions in advance
- Questions provided in written format as well as verbally during the interview
- Getting information in alternative formats such as audio or large print
- Allowing notes to be brought to the interview
- Being in a room with natural light
- Interviewing in a noise free setting
- Adjustments to layout of interview setting
- Lift access
- Bringing a disability mentor with you to an interview
- Using a sign language interpreter
- Taking breaks during the assessment process
- Assistive technology to help reduce challenges in tasks that require reading and writing
- Choosing an alternative timeslot for your interview
- Requesting the use of noise cancelling headphones if you're completing any assessments, to reduce auditory distractions
- Requesting a scent-free environment
- Requesting to wear sunglasses, for example this would reduce the effect of LED lights or glare from other lights

This is not a fully comprehensive list, and we understand that everyone's requirements are individual. We aim to support you with the adjustments you need where possible, and at each stage, so you can feel comfortable and can perform at your best. If we are unable to provide an adjustment, we will explain why and will try to find an alternative option with you.