



Careers
Service



UNIVERSITY OF
BATH

Checklist for requesting reasonable adjustments or additional support

Using this Checklist

- This checklist can be used to help you think about what reasonable adjustments or additional support might be useful to request. To start, think about the current challenges that you face and things you might struggle with. The employer will be happy to meet with you or telephone you to discuss your request and may offer other adjustments to support you.
- Please note this list is not exhaustive but provides some examples to prompt you in your thinking and what adjustment or support might be useful to you. You may think of other support that isn't on this list. Discuss other support with an adviser if there is nothing appropriate for your case.
- If you would like more information on disclosure and your legal rights under the Equality Act 2010 [go to the Government Equality Act guidance webpage](#).

For the Recruitment Process

Under each potential challenge we have given some examples of what might be a useful adjustment in a recruitment process to compete on a level playing field with other candidates.

For going on Placement, Internships, starting a graduate job

This table considers different challenges that might arise in the workplace and then gives some examples of additional support that might be helpful to you when you start work.

Important note for using this checklist

Do remember that when you make a request for a reasonable adjustment, it is that - a request. An employer will need to consider whether they can accept the request. In most cases employers will do their best to offer you the adjustment or propose an alternative solution.

Potential Challenge	What does this mean for you?	What support might help you?	
		Recruitment process	Workplace
Ambiguity	I can get anxious if there is a certain amount of ambiguity about workload and what is expected of me and what I need to do.	<p>Have some notes with you that you can refer to in an interview situation</p> <p>Request a short delay after the interviewer has asked a question to clarify your thoughts and decide on a logical order of answering</p> <p>Ask for a pause if you start to get anxious - to turn off your video a minute and recollect your thoughts.</p> <p>Request additional time on a psychometric test</p>	<p>Have clear direction on my duties and what is expected of me perhaps on a weekly basis</p> <p>Have a timetable of key meetings, events, or planned induction programme particularly in the first few weeks of starting</p> <p>Have weekly meetings with a manager to set targets and review progress</p>
Processing information	<p>Sometimes I am unable to recall good examples particularly in an interview situation and under pressure</p> <p>I can experience some difficulty in completing psychometric tests, or written exercises under strict time limits</p>	<p>Request questions or topics of questions in advance or just before an interview to collect thoughts</p>	<p>Have specific information for protocols for Team Meetings and using email</p> <p>Permission to take notes or record key meetings</p>

Potential Challenge	What does this mean for you?	What support might help you?	
		Recruitment process	Workplace
Social Communication	<p>I don't always know when to leave a subject in a discussion or when to know I have said enough</p> <p>I sometimes find it difficult to understand protocols on speaking in a group I can find it difficult to participate in team meetings particularly when virtual</p> <p>I may have difficulties in presenting information</p> <p>I may digress and start talking about other things I can get anxious if I don't know what the procedures are for an interview or at work I can get anxious in unknown situations</p>	<p>Ask if questions could be specific and clear and unambiguous. Ask if the question could be asked in a different way if you have not understood the original question</p> <p>Request a possible break during an interview if you need to collect thoughts and refocus on a question</p> <p>Have pictures of interviewees prior to interview or to check out their LinkedIn profile</p> <p>Request that the recruiter lets you know if you have digressed and moves on to the next question</p>	<p>Switch off video camera in a virtual meeting if need space</p> <p>Request the protocol/guidelines of how you can contact your line manager or a colleague if you have a query on work. How often and what media - email/ chat/phone etc.</p>
Written Communication	<p>I find it difficult sometimes to understand protocols when writing email to colleagues, customers, and managers</p>	<p>Ask recruiter to confirm how you should address potential line manager in emails</p>	<p>Request training on how to approach colleagues via email, telephone, virtual meetings</p> <p>Request training to understand type of language/ tone to be used for line managers and customers.</p>
Visual Impairment	<p>I may find it difficult to see certain font sizes, graphics, colours</p>	<p>Request that documents can be sent beforehand or have them enlarged</p>	<p>Request documents beforehand or enlarged</p> <p>Request specific technology/hardware to support with work (check out Access to Work government scheme)</p>

Potential Challenge	What does this mean for you?	What support might help you?	
		Recruitment process	Workplace
Hearing Impairment	<p>I can experience difficulties following meetings or conversations</p> <p>I would experience difficulties in following a group assessment centre exercise and making contributions</p>	<p>Request a sign language interpreter to support in interview and/or assessment centre group exercise</p> <p>Ask interviewees to speak clearly and face you</p> <p>Request captions in video interviews</p>	<p>Request a sign language interpreter for specific meetings or duties as appropriate</p> <p>For staff who you work with to understand the importance of facing you and not covering their face when speaking</p> <p>For more information, check out the government Access to Work government scheme</p>
Dealing with virtual and face to face meetings	I can find it difficult to synthesise a lot of information happening at the same time, and this could be the case in group meetings or a panel interview or a group exercise at an assessment centre.	Be able to turn off my camera and mute a few mins to recollect my thoughts so that I can continue	<p>Have permission to leave the zoom meeting for a few minutes to recollect my thoughts and ensure I am not overloaded.</p> <p>Be able to record key meetings but understand that I will need to get permission to do this.</p>
Managing a long-term health condition and being on medication	<p>I can experience difficulty in getting up early or doing a long day, and some days can be particularly challenging compared to other days</p> <p>e.g. "I generally can work for two to three hours on academic work but then would need to rest my brain as it can get frazzled. This would be lying down for 20 minutes or so and resting completely."</p>	<p>Ask if you may be interviewed towards the end of the day</p> <p>Request a break during the interview to regain thoughts and to stretch if in pain or to support with anxiety</p>	<p>Consider flexible working. Perhaps request to start later and finish later.</p> <p>Request regular breaks such as 10 mins every 2 hours. Think about what helps you now when completing academic assignments and how you organise your work.</p> <p>Have permission to take a break knowing you could make up any time lost later in the day might be helpful. You could use the lunch break to rest and take a complete screen break</p>

Potential Challenge	What does this mean for you?	What support might help you?	
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Managing your mental health	I suffer with anxiety, depression, a condition called ...	<p>Have to opportunity to communicate how your condition may affect you in a recruitment situation. Let the recruiter know that it's your mental health condition and not your attitude towards the role and the organisation.</p> <p>Request a short break if an interview is overwhelming.</p>	<p>Discuss possible changes to your working area</p> <p>Discuss potential changes to your working hours</p> <p>Consider the option to spend some hours/certain days working from home</p> <p>Be allowed to take time off work for treatment, assessment, or rehabilitation</p> <p>Temporarily re-allocate tasks you find stressful and difficult</p> <p>Have access to a mentor if not common practice within the organisation.</p>

Other factors to consider when starting a placement or graduate job

Contact your Careers Adviser or Placement Officer if you would like to discuss

Potential challenges	What does this mean for you?	What support might help you in the workplace?
Organisation and culture	<p>Understanding protocol and communication channels.</p> <p>Understanding requirements for interaction inside and outside of work</p> <p>Coping with changes to routine or work that may arise</p>	<p>Clarity on formal and informal communication,</p> <p>Training on what is essential to the role and what is additional to the job role</p> <p>Regular meetings to keep informed of current changes in the work or organisation</p>
Line Management	<p>Being clear on who is the direct line of support and who to go to if stuck on a task</p>	<p>Request a mentor in addition to line manager. Someone who doesn't manage you, but can listen and give helpful advice where there is ambiguity or concern over a task, or how to approach a colleague</p>
Working Times	<p>Working from home, starting later, working from home in pain</p> <p>Medical appointments</p>	<p>Request flexible working hours. Time off for medical appointments</p> <p>Ability to take rest breaks when needed</p>
Time management	<p>Expectation to complete tasks on time and meet deadlines</p> <p>Managing conflicting deadlines and prioritising</p>	<p>Discuss in weekly meetings</p> <p>Allocated tasks with specific deadlines then backed up with an email confirmation</p> <p>Consider setting up a spreadsheet with your actions and timeline or using a Microsoft project type tool may be useful</p>
Travelling	<p>Possibly the need to travel to different locations</p>	<p>Request the option to work on one site and have virtual meetings</p>
Workstation	<p>Adjustments to workstation</p> <p>Contacting Access to Work</p> <p>Discussion with HR or Line Manager</p>	<p>Specialist equipment, furniture, keyboard, ergonomics, specialist software</p>
Sensory Issues	<p>Being comfortable in the environment you work; noise, distractions or strong smells which could cause difficulty</p>	<p>Have you considered noise cancelling headphones?</p> <p>Can you book an office for key projects when need concentration?</p>
Practical Support	<p>Recognising what you can and can't do within the requirements of the job description</p> <p>Are there any health and safety issues which you need to consider?</p>	<p>Lab technician available</p> <p>Escort on occasion</p> <p>Interpreter</p>