

Making Interviews Accessible and Inclusive

We understand that interviews can feel nerve-wracking. When inviting you to interview, we will always ask if you require reasonable adjustments. You may want to request these if you find interviews more difficult due to a disability, being neurodiverse, or having a mental health condition.

We appreciate that sometimes it can be hard to ask for what you need or know what to expect or what to ask for. That's why we've prepared the following short guide to give you some more information about what to expect and examples of adjustments you can request.

What to expect

We generally send invites to interview by email. The email will include a suggested time slot and all the main details about the interview. We will always tell you:

- The format of the interview (e.g., online or in-person)
- The estimated length of time the interview will take
- Who you will be meeting with

Most interviews with A New Direction involve:

- A panel interview with at least two members of the A New Direction team.
- The same set of questions for all candidates, to ensure fairness and consistency.
- Questions or question topic areas shared with all candidates in advance.

Interviews are a two-way process: an opportunity for us to learn about your skills and experience, and for you to ask questions and find out more about A New Direction and what it's like to work here. You may find it useful to think about any questions you would like to ask about the role or working with us in advance.

Examples of Adjustments You Can Request

Here is an example list of adjustments you can ask for to make the interview more comfortable:

- Large-text copies of interview questions or reading aids
- An informal chat before the interview to help you feel comfortable
- Extra time allocated for the interview to allow you more time to respond to questions

- An interview time that works for you, for example to avoid overwhelming travel times, difficult mornings, or caring responsibilities
- A support worker or advocate to attend with you
- Breaks during the interview
- Extra time to complete an interview task
- Alternative ways to present your response to an interview task, for example verbally instead of written.

Further examples of adjustments you can request for **in-person interviews**, include:

- A pre-interview building tour to familiarise yourself with the space
- Quiet waiting areas
- A quiet space for a break during the interview

Further examples of adjustments you can request for **online interviews**, include:

- Captions or live transcription
- A test call beforehand to check technology and accessibility features
- Extra time to log in and settle before starting
- Camera flexibility (e.g., turning your camera off if that helps you focus)
- Use of chat for sharing or responding to questions

These lists are just examples, not everything you can ask for. If you need something that isn't listed, please let us know. We might not be able to do everything, but we'll always try our best to make the interview work for you.

After the interview

After the interview, we'll get in touch to let you know the outcome of your interview as soon as possible. This can sometimes take up to a week. If on this occasion you're not offered the role, we'll always offer interview feedback.

We hope this short guide has been useful. **Please get in touch if you have any questions or want to talk more about making the interview process accessible for you.** You can reach our team by email at recruitment@anewdirection.org.uk.