

Reasonable adjustments at interview

What you need to know

At Step, we believe that everyone deserves a fair chance to shine in an interview. Whether you're a graduate preparing for your first role or a small employer unsure about your responsibilities, this guide is here to help you feel confident, informed, and supported.

For employers: Making interviews more inclusive

What are reasonable adjustments?

Reasonable adjustments are simple changes that help remove barriers for disabled candidates.

These might include:

- ✓ Holding the interview in an accessible room
- ✓ Allowing extra time for written tasks
- ✓ Providing questions in advance
- ✓ Offering support like a BSL interpreter or assistive tech

You're not expected to have all the answers, just to be open, flexible, and willing to listen.

Worried about cost or complexity?

You're not alone. Many small employers feel unsure about what's "reasonable."

Here's the good news:

- Most adjustments are free or low-cost
- You can get help through Access to Work, which may cover costs like communication support
- Making adjustments shows you care, and that builds trust with candidates

Your legal duty

Under the Equality Act 2010, employers must make reasonable adjustments to avoid putting disabled people at a disadvantage. It's not just good practice, it's the law.



For interviewees?

You have the right to ask

If you have a disability or health condition, you can ask for adjustments to help you perform at your best.

This might include:

- ✓ A quiet space before the interview
- ✓ Extra time for tasks
- ✓ Adjusted lighting or seating
- ✓ Using your own equipment



Not sure what to ask for?

That's okay! You don't need to have everything figured out. Think about what helps you feel comfortable and confident, and let us know.

We're here to support you.

How to ask

Be honest

You're not being difficult, you're advocating for yourself

Be specific

Tell us what would help (e.g. "I'd prefer written questions in advance")

Use email

It helps keep things clear and documented



Why inclusive interviews help everyone

Clearer communication

Providing interview questions in advance or explaining the format ahead of time helps reduce anxiety and gives candidates a chance to prepare thoughtful responses, especially helpful for neurodivergent candidates, but appreciated by everyone.

More flexibility

Offering options like remote interviews, breaks during longer assessments, or different ways to present answers (written, verbal, visual) can make the process more comfortable and accessible for people with caring responsibilities, mental health conditions, or simply different learning styles.

Better insights

When candidates feel safe and supported, they're more likely to show their true potential. That means employers get a clearer picture of what someone can really do, not just how well they cope under pressure.

A stronger reputation

Inclusive practices show that your organisation values fairness and diversity. That's not just good ethics, it's good business. Candidates talk, and inclusive employers attract top talent.

Step's commitment

We're proud to be a Disability Confident Employer.

That means:

- We welcome conversations about adjustments
- We guarantee interviews for disabled applicants who meet the minimum criteria
- We're always learning how to make recruitment more inclusive

Whether you're applying for a role or hiring for one, we want the interview process to be fair, respectful, and empowering.

At Step, we're here to help you build interview processes that work for everyone. Whether you're hiring or applying, small adjustments can make a big difference.

**Bringing Business
+ Graduates together**

