

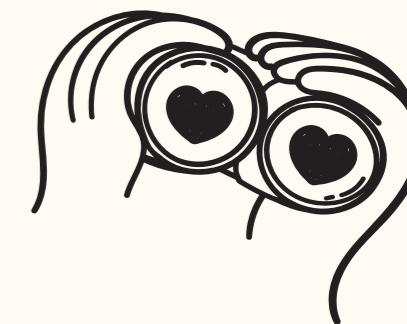


Navigating Recruitment:
Reasonable Adjustments



Smith
Goodfellow





Hello!

We are
Smith Goodfellow.

We're a specialist consultancy providing PR, marketing and design services to businesses in the construction industry. We believe in the power of business as a force for good in the world and the importance of a people-first approach. Providing a supportive and inclusive workplace for our team is something we are absolutely committed to. But if we can do more than that and demonstrate what it means to be an inclusive employer in our industry and beyond, that's even better.

We know that entering the world of work can be overwhelming. We hope this guide will help.

In here you'll find:

- Tips for identifying inclusive employers when job hunting.
- Strategies to help you work out what reasonable adjustments might be most helpful for you.
- Example scripts for requesting reasonable adjustments during job applications and interviews

Identifying Inclusive Employers

Signs of an inclusive culture

There are lots of things you can look out for, both when researching potential employers and during the application and interview process, that can indicate whether they have an inclusive company culture.

Flexibility & Working Practices

Look for evidence of **practical inclusion**, not just statements.

Examples:

- Flexible working options as standard
- Hybrid or remote options where possible
- Focus on outputs rather than strict “9–5 presenteeism”

Communication

An inclusive employer communicates in a way that is:

- Clear and direct
- Prompt and reliable
- Respectful of different communication preferences

Culture & Values

Many companies **say** they're inclusive—fewer demonstrate it.

Look for:

- Specific actions (e.g. adjustments, flexible policies)
- Employee testimonials or case studies
- Real examples rather than generic diversity statements
- Evidence beyond the company website (look at social media channels, reviews, news and media mentions)

Ask yourself:

“Is there evidence that they **do** what they say?”

Accreditations

There are lots of different accreditation schemes and awards for inclusive business practices and these can be a powerful indicator of a genuinely committed company.

Some examples of accreditations include:

- Disability Confident
- Inclusive Employers Standard
- Mindful Employer
- EcoVadis

Something to note:

If an employer doesn't have these accreditations, it **doesn't mean that they are not inclusive**. Accreditations can be expensive and time consuming to obtain, particularly for small businesses. Accreditations are great evidence of inclusive practices but don't rule a business out if they don't have them.

Identifying Inclusive Employers

What to look for when job hunting

When you're looking for a job remember that you're assessing your future employer as much as they're assessing you! Here are some things to look out for in employers' recruitment processes that can indicate whether they take an inclusive approach.

Job Adverts

Inclusive employers tend to be **clear, transparent, and structured**.

Positive signs

- Salary listed (or clear range)
- Specific working hours and location (not vague)
- Clear breakdown of responsibilities and expectations
- Plain, accessible language (avoiding jargon or "corporate fluff")
- Statements actively welcoming:
 - neurodivergent applicants
 - disabled candidates
 - requests for reasonable adjustments

Application Process

Inclusive organisations design recruitment processes that are **fair**, not **performative**.

Look for employers who:

- Offer interview questions in advance
- Explain the structure of the interview process
- Ask about adjustments proactively (not only if prompted)
- Provide timelines and next steps clearly

Potential red flags:

- Vague instructions like "we'll just have a chat"
- No explanation of what to expect
- Rushed or last-minute scheduling
- Dismissive responses to adjustment requests

Interview

The interview experience is one of the clearest indicators of an inclusive employer.

Inclusive behaviours:

- Interviewers give you **time to think**
- Questions are **clear** and **structured**
- You're **encouraged** to ask for clarification
- **Notes** or **prompts** are accepted (or encouraged)

If you feel able to perform at your best, that's a strong signal of an inclusive employer and a workplace where you can thrive.

Inclusive Employer Checklist

Job Advert Signals

- Salary and working hours clearly stated
- Clear responsibilities and expectations
- Inclusive language welcoming different applicants
- Adjustments mentioned proactively

Application Process

- Interview structure explained in advance
- Questions provided beforehand
- Adjustment requests welcomed
- Clear timelines given

Communication

- Clear, direct instructions
- Professional and respectful tone
- Timely responses

Interview Experience

- Given time to think and respond
- Allowed to use notes
- Clarifications welcomed

Working Environment

- Flexible working options
- Focus on outputs over presenteeism
- Evidence of inclusive practices (not just statements)

Reasonable Adjustments

Working out what's helpful for you

1. Awareness

Instead of focusing on challenges, ask yourself:

- When do I feel most **confident** working?
- What environments help me **focus**?
- What situations increase **stress** or uncertainty?

Think about:

- Communication (written vs verbal)
- Time (processing, preparation, pacing)
- Environment (noise, lighting, distractions)
- Structure (clear instructions vs open-ended tasks)

The right employer will see adjustment requests as helpful information—not a problem.

2. Solutions

Identify practical solutions that address any areas you find challenging and help you perform at your best.

CHALLENGE	POTENTIAL ADJUSTMENT
Processing verbal questions quickly	Receiving questions in advance
Anxiety in interviews	Extra time, breaks, or written responses
Difficulty with ambiguity	Clear written instructions or examples
Sensory sensitivity	Virtual interviews or quieter settings
Need for structure	Structured onboarding and regular check-ins

3. Reflect

Think back to:

- Education (school/ university)
- Part-time jobs or placements
- Group work or presentations

Ask yourself:

- What helped me succeed?
- What made things harder than they needed to be?

Even small insights are useful:

"I perform better when I can prepare in advance"
"I need time to process questions before answering"

4. Practice

It can feel difficult to ask—but the clearer you are, the easier it is for employers to support you. Practice communicating the adjustments that help you.

Simple structures you can use:

"I work best when..."
"It would really help me if..."
"An adjustment that's worked well for me before is..."

Example:

"I work best when I have time to prepare, so receiving interview questions in advance would help me give my best answers."

Remember: reasonable adjustments are collaborative

- You don't need to have all the answers
- Employers may suggest options you hadn't considered
- Adjustments can be adapted over time

It's a conversation, not a test.

Reasonable Adjustments Reflection

Understanding yourself

When do I do my best work?

What environments help me focus?

What situations increase stress?

From challenges to adjustments

What do I find difficult in interviews?

What would make this easier?

Have I used adjustments before? What worked?

Communication preferences

Do I prefer written or verbal communication?

Do I need extra processing time?

Do I benefit from structure and planning?

Action planning

What adjustments will I ask for?

How will I explain them clearly?

Requesting Reasonable Adjustments

Here are some example scripts you can use when making reasonable adjustment requests.

Remember, these adjustments are to help you perform at your best which is exactly what any employer wants to see!

Simple request

"I work best when I have time to prepare, so receiving interview questions in advance would really help me better demonstrate what I'm capable of."

"I sometimes need a little extra time to process questions, so I may pause briefly before answering."

Explaining needs

Environment adjustments

"A quieter or virtual interview setting would help me focus and communicate more effectively."

"If possible, I'd be open to discussing any adjustments that would help me best demonstrate my skills."

Collaborative approach

Inclusive employers aren't looking for "perfect" candidates—they're looking for people who can succeed in the role.



Reasonable adjustments don't give you an advantage, they give you an **equal opportunity** to show what you can do.

