

Bank of Adjustments





What is the Purpose of this Document?

This document aims to provide support to managers, colleagues & applicants who need additional support in the workplace.

The document is split into two parts:

- **Part 1** provides examples of reasonable adjustments which candidates can request to support them in the application and interview stages of the recruitment or promotion process. It is recognised that an individual approach will be required to ensure the required reasonable adjustments are put in place where possible for each person.
- **Part 2** provides some general guidance and recommendations for hiring managers and interviewers, to ensure an inclusive recruitment process for candidates.

The information contained within this document is not exhaustive and suggestions have been made from the GOV site, our Equality, Diversity, and Inclusion Advisor & our Talent Acquisition Team.

These are only suggestions and may not be suitable for everyone.

Please note, some reasonable adjustments may require sign off from the department supervisor.

We're an equal opportunities employer and a promoter of diversity and inclusion in the workplace. Humberside Police encourage and welcome applications from candidates from all backgrounds regardless of gender, sex, ethnicity, race, religion, education, socioeconomic background, disability, or sexual orientation.

Humberside police also have Level 3 Disability Confident status, which means we are committed to making the most of the talents that individuals with disabilities and neurodiversities bring to the workplace.





Part 1 - Bank of Adjustments & Recommendations

The below information provides examples of reasonable adjustments a candidate can request during the application and interview stages of the recruitment or promotion process.

Please note the following reasonable adjustment examples are suggestions only and should be agreed with the lead interviewer if requested by a candidate.

Application Stage

- Request a different format of the job description – Font Style, Font Colour or layout.
- All candidates receive a roadmap which outlines and explains the recruitment process.

Interview Stage

- Request a printed, written copy of the job description, brief, interview instructions, or interview questions for the candidate to have in front of them in the interview.
- Extra time can be accommodated where possible to read and respond to interview questions and/or required interview tasks.
- As a general rule, any printed questions, instructions or interview briefs should be printed in Arial font size 12 however, candidates can also request an alternative preferred format if required (font size, colours, format).
- Computer work – if the interview involves a computer, the candidate can request to change the background colour of the screen to suit the candidate's preference.
- Candidates can be supplied with a calculator if applicable to the interview.
- Candidates can request to have any tasks broken down into steps. Similarly, candidates can request for complex interview questions to be broken down into their component parts so that they can be answered sequentially by the candidate.



- Where interviews involve numbers, arithmetic and mathematical data, where possible data should be presented in a visual way e.g., graphs, charts, and info graphics.
- Request extra time and consideration for any written assignments and presentation preparation.
- Request extra time for proof reading of any required written tasks.
- Request for written tasks to be read verbally, to support candidates in understanding the questions involved in the written task.
- Allow spell check if the task is carried out on an electronic device such as a laptop. Do not mark spelling if it isn't essential to the role.
- Avoid any underlining and italics as this can make the text appear to run together and cause crowding. Use Bold for emphasis.



Part 2 - British Dyslexia Association Recommendations

The below information provides some general support, guidance and suggestions for hiring managers and interviewers to support recruitment candidates and is sourced from the British Dyslexia Association.

Headings & Structure

- Use headings and styles to create consistent structure to help candidates navigate through the content.
- Add extra space around headings and between paragraphs.

Colour

- Text – Use dark coloured text on a light background.
- Avoid green and red/pink, as these colours are difficult for candidates who have colour vision deficiencies.
- Avoid any underlining and italics as this can make the text appear to run together and cause crowding. Use Bold for emphasis.

Layout

- Be concise and avoid using long, dense paragraphs.
- Explain any department abbreviations. Write in simple clear language using everyday words.
- Give instructions clearly.
- Use images to support text. Flow charts are ideal for explaining data procedures.



Wording

- Ensure the wording of job advertisements is clear and understandable – Avoid jargon, acronyms, and abbreviations. If Acronyms are used, ensure it is explained in brackets what it stands for.

Spoken Communication

- Any instruction to be given one at a time, slowly and clearly and in a quiet location.
- Back up verbal & written instructions.

Structure & Planning

- Accommodate an adjustment to support with change by easing anxiety and explaining what is going to happen during the process.
- Avoid changes to the interview process without prior notice. Ensure any changes are communicated to the candidate.

Interviews

- Allow candidates to view the interview questions prior to interview.
- Print the questions and place in front of the candidate in the interview to allow the candidate to refer to the questions visually.
- Ensure the interview room is wheelchair accessible if required.
- Allow extra time to complete presentations and answer questions.
- Use questions based on experience, not hypothetical situations.
- Allow the candidate to bring notes into the interview.
- If the process includes multiple interviews/tasks on the same day, these should be scheduled close together where possible to avoid stress.

Once you have identified a preferred candidate, you may want to consider inviting the candidate to the department to familiarise themselves with the environment and to meet the team.



It may be useful to provide the candidate with a street view map and “what 3 words” location finder, to help them plan their route to the building.

This also will give the line manager/candidate time to discuss any requests that they may have such as specialised keyboards, screens etc in order for the individual to carry out their work.

We hope this document provides you useful examples, information and guidance around reasonable adjustments.

For further advice on additional reasonable adjustments you feel you would like to support you through the recruitment process, please contact the recruitment team via email recruiting@humberside.police.uk or Humberside Police’s Positive Action Team via email positiveaction@humberside.police.uk and a member of the team will be happy to assist with any queries.