



## HR Resourcing

# Interview and Assessment Adjustments FAQs for Candidates

### Introduction:

The purpose of this document is to answer frequently asked questions you may have on securing adjustments at both interview and assessment. This forms part of our commitment to create a workplace environment where colleagues with a disability feel respected and supported. We are fully committed to ensuring all colleagues can perform to their best in the selection process.

If you have any questions not answered by this document, please contact:  
[resourcingpolicy@gov.scot](mailto:resourcingpolicy@gov.scot)

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### **I am not sure if I will need an adjustment to complete my interview or assessment - What should I do?**

If you are unsure about whether you will need an adjustment to complete part of the process, contact us at [scottishgovernmentrecruitment@gov.scot](mailto:scottishgovernmentrecruitment@gov.scot) to discuss your access needs regarding the interview or assessment you have been asked to complete. Please include 'Adjustments Assistance for Interview/Assessment' in the subject line to ensure your email is flagged as early as possible.

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### **Who should I contact with my request for an adjustment?**

When requesting an adjustment, we advise you to contact the Resourcing team at [scottishgovernmentrecruitment@gov.scot](mailto:scottishgovernmentrecruitment@gov.scot) with the details of your request. Please include 'Adjustments Assistance for Interview/Assessment' in the subject line to ensure your email is flagged as early as possible.

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### **Do I have to request adjustments at the start of the application process?**

No, candidates have the right to disclose the need for adjustments at any stage in the recruitment process. However, please try to make us aware of any required adjustments as early as possible to ensure their timely implementation.

## **Who will have access to the details of my request?**

The details of your request will only be shared to put the adjustment in place. We will not share any personal information without your specific consent.

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## **Is there anywhere I can find examples of adjustments that can be made?**

Some examples of adjustments we can make are:

- providing extra time to complete assessments
- allowing a break in between parts of the assessment or interview
- providing interview questions 24 hours in advance
- offering alternative formats of the assessment – e.g. a presentation instead of a written exercise
- ensuring accessible spaces for in-person interviews
- providing a physical copy of the assessment by courier mail
- conducting assessments or interviews in-person or online

This is not an exhaustive list, and we are happy to discuss any other adjustments you need which are specific to your circumstances.

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## **I need specific IT equipment for my interview and or assessment, is this possible?**

Yes, please contact us at [scottishgovernmentrecruitment@gov.scot](mailto:scottishgovernmentrecruitment@gov.scot) to discuss this in more detail to confirm what you need to make the interview and assessment more accessible.

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## **Will requesting adjustments negatively impact decisions regarding my assessment?**

No, you are fully entitled to adjustments to remove any accessibility barriers you may face, and this will not factor into any decisions regarding your assessment. We want our workplaces to be environments where colleagues with a disability feel respected and supported. We are fully committed to ensuring all colleagues can perform to their best in the selection process.

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