

Employer guide to accessible recruitment for neurodivergent and disabled candidates

A practical, step-by-step guide to help remove barriers and run fair, accessible recruitment from job advert to onboarding.

Checklist: Writing an inclusive job advert

Keep it clear and structured

- Use short sentences and bullet points
- State essential duties only – avoid unnecessary requirements
- Avoid jargon and acronyms where possible

Be explicit about expectations

Include:

- Working hours and flexibility options
- Sensory considerations, e.g., noise levels, screen use or manual tasks
- Whether the role requires travel, phone work, or multitasking

Include an inclusion statement

Example:

“We welcome applications from neurodivergent and disabled candidates. Adjustments are available at every stage of the recruitment process.”

Provide multiple ways to apply

- CV
- Application form
- Video or audio submission (optional)

Interview adjustments

Candidates may request:

- Extra time for assessments
- Questions provided in advance
- A quiet waiting area
- Breaks during longer interviews
- Remote interviews instead of in-person
- Clear written instructions
- Alternative ways to demonstrate skills, e.g., work sample instead of panel interview

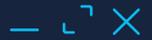


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Template: interview information email



Subject: Interview details and optional adjustments

Hello [Name],

We are looking forward to meeting you for your interview for the role of [Job Title].

Here are the details:

- **Date and time:**
- **Location/joining link:**
- **Interview format: (panel, task + interview, practical activity)**
- **Estimated duration:**
- **What we'll ask you to prepare:**

If you would like any adjustments (extra time, questions in advance, quiet space, written instructions, alternative format), please let us know – we are happy to support.

Best wishes,

[Employer Name]

Alternative assessment methods

Employers can use:

- **Work samples:** show the actual outputs of the job
- **Job trials/shadowing:** short, structured sessions
- **Practical tasks:** vs. traditional Q&A interviews
- **Portfolio review:** for creative, technical, or analytical roles
- **Scenario-based tasks:** with clear written instructions

Choose the method that best reflects the real job, not confidence in being interviewed.



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Communication dos and don'ts

Do

- Give clear, written instructions
- Keep communication predictable
- Provide timelines and next steps
- Allow time for processing questions

Don't

- Use ambiguous language (“ASAP”, “must be a great multitasker”)
- Assess social skills rather than job skills
- Change interview formats at the last minute
- Penalise candidates for needing clarity or repetition

Disclosure and confidentiality guidance

- Candidates do **not** have to disclose a diagnosis
- They may disclose a support need without naming a condition
- Any health-related information must be kept confidential under the Equality Act 2010
- Adjustments should be agreed collaboratively and documented
- No disclosure should negatively affect a hiring decision

Final Checklist

Before advertising

Clear, accessible job description
Inclusion statement
Application options

Before interviews

Adjustments confirmed
Written schedule shared
Clear format and expectations

During interviews

Breaks offered
Predictable structure
Assessment focused on job skills

After interviews

Provide a written outcome
Offer adjustments for onboarding if hired



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