

MAKING ADJUSTMENTS FOR APPLICANTS WITH DISABILITIES



The University of East Anglia is committed to ensuring that staff with disabilities and those staff who develop a disability during the course of their employment are supported to achieve progress through the University. The University is also committed to ensuring that disabled people are encouraged to apply for employment with the University. Every reasonable effort will be made to provide a supportive environment and to ensure that they have an equal opportunity, so far as is practicable, to be selected, trained and promoted. The University will provide, wherever possible, such resources as may be necessary to support the employment of disabled people and to make reasonable adjustments to support and enable disabled staff to be retained in the employment of the University.

Identifying adjustments

Applicants are made aware at several points within the recruitment process to make the Resourcing Team aware if they require any reasonable adjustments.

When candidates are sent details on interview arrangements they are again asked to make the Resourcing Team/Hiring Manager aware if they require any reasonable adjustments to attend the interview. Any adjustments identified by the applicant must then be considered and incorporated where reasonable into the interview process. This is a legal requirement under the Equality Act 2010.



The interview process

At interview, all candidates, including any with disabilities, should be interviewed and scored as normal, allowing for any adjustments for disabled candidates. The preferred candidate must be chosen on merit, in accordance with the panel's ranked scores.

Discussing disability at interview

If a disabled candidate wishes to talk about their disability at interview this is fine. You may then wish to ask what adjustments they may need in employment. Alternatively, after the main body of the interview is concluded, the panel chair may choose to discuss the disability if this is appropriate and they feel comfortable to do so, to establish the individual's view on any reasonable adjustments that may be necessary if they are offered the post. In either case, it must be made clear to the candidate that the answers will not influence the interview outcome.

Considering and making reasonable adjustments

If the preferred candidate has a disability, and needs adjustments, these must be considered in conjunction with the HR Business Partner where necessary before an offer is made. This is a legal requirement under the Equality Act 2010. It may be appropriate to make a referral to Occupational Health for recommendations to be made.

If a disabled candidate accepts a post, ensure that any adjustments agreed are in place before the start date and that these are monitored throughout employment, in accordance with our Equality Act responsibilities.

Further information on disability discrimination and interviewing disabled candidates can be found in the Recruitment and Selection Guidelines.



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An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 13th for reduced inequalities (Times Higher Education Impact Rankings 2025). The University holds UK Teaching Excellence Framework Silver status.

