**Checklist Regarding Disabled Candidates**

**APPENDIX 5**

**Recruiting managers and panel members should be aware of how to support disabled applicants through the recruitment and appointment process.**

**A full range of information on disabilities can be found** [**here**](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality)**.**

1. Preparation and advertising:
   1. Consider what [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) *future* disabled staff or applicants may need, and make them in advance if at all possible.
   2. Consider advertising relevant vacancies to reach potential disabled candidates e.g. Disability Now website, and/or through Job Centre Plus
   3. Encourage disabled people to apply, state in the application pack that disclosure of disability status won’t affect their application.
   4. Know where to obtain information in different formats. Email [equalities@ucl.ac.uk](mailto:equalities@ucl.ac.uk) for more info. Allow submission of applications in different formats.
2. Interviewing:
   1. Identify any [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) for interview in consultation with applicants.
   2. Check the [accessibility of the building](https://www.accessable.co.uk/organisations/ucl), interview and test rooms, to make any reasonable adjustments in advance e.g. the approach to the building, entry points, reception, signage, toilets, suitable parking, lighting, noise levels in interview room, egress in an emergency, furniture and room lay out and identify and remedy any potential obstacles.
   3. Could [Access to Work](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/access-work) help with the cost of adjustments? (Access to Work can pay up to 100% of the approved costs of help with communicator support at interview.)
   4. Ask any disabled candidates if they require extra time to complete tests, or if they require non-standard equipment for taking a test e.g. large print documents or a special keyboard or monitor.
   5. Has at least one panel member attended [disability awareness training](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/disability-awareness-training-ucl)?
   6. If appropriate, consider meeting the disabled candidate to show them to the venue.
   7. Do reception or security staff know how to welcome and assist the disabled candidate?
   8. Remember to offer constructive feedback to unsuccessful disabled candidates if they want it.
   9. Consider asking for feedback from disabled candidates and disabled staff on further improving the process.
3. Appointment:
   1. When you have offered the role to the successful applicant, check whether they wish to disclose a disability and whether they require any [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) to the workplace, or job. This may include reviewing the [emergency evacuation process](https://www.ucl.ac.uk/safety-services/fire/table-disability) and [accessibility](https://www.ucl.ac.uk/accessibility/) to the UCL estate as well as the department. Ensure any questions are practical but not intrusive. Advice is available from UCL’s [Workplace Health](https://www.ucl.ac.uk/human-resources/workplace-health) Service regarding adjustments to work premises, practices, equipment or the job itself.
   2. Make sure the disabled member of staff knows what [advice and support](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/disability-awareness-training-ucl) is provided by UCL.
   3. Share information about an individual’s needs with others only on a ‘need to know basis’. This should cover necessary practical arrangements. There should rarely be any need to disclose any specific information about a disabled person’s impairment. Ask permission from the disabled person before disclosing information to others.
   4. In consultation with the disabled employee consider awareness training for colleagues.
   5. Determine within the first 6 weeks of their starting work whether the disabled new employee qualifies under the Access to Work Programme and has made an application. Address and review any support required, aids/adaptations, or other issues for disabled staff during the induction period and review these with disabled staff on an ongoing basis and as part of staff review/appraisal.