

Inclusive Interviewing

Making recruitment more accessible for everyone

Why?

Interviews can be challenging for many people, particularly those with disabilities, mental health conditions like anxiety, and neurodivergences.

Project inspired by experiences of colleagues at interview:

- Being afraid to ask for what they need, or not knowing what's possible.
- Requested adjustments not being put in place.
- Anxiety stopping them from attending interviews or demonstrating their potential.

Find out more

Contact Lauren Coggins and Helen Curtis on ths-schoolmanagers@bristol.ac.uk

Success story

The 'Inclusive Interviewing' guide was a lifesaver for my interview anxiety. It provided comprehensive guidance for before, during, and after the interview, with helpful resources and contacts. Speaking to the panel chair beforehand helped ease my nerves, and having the interview questions in advance allowed me to prepare effectively. As a result, I felt more relaxed, expressed myself better, and ultimately landed the job!

What?

Practical guidance for candidates:

- Reassurance that we know interviews can be challenging and we want it to be as enjoyable as possible.
- Contact details to ask any questions about any part of the process to someone not involved in the interviews.
- Examples of reasonable adjustments candidates can request, with or without a diagnosis.
- Detailed information about how to travel to the building.
- Detailed instructions on what to expect on arrival, during the interview and activity, and what happens after the interview.

What?

Detailed selection process information for candidates:

- Overview of each activity and its purpose
- Detailed breakdown of exactly what will happen in each activity, what they can expect from the panel and what the panel are looking for from them.
- Interview questions shared with all candidates in advance and a copy provided on the day

How?

Sent with interview invitations for 4 roles:

- Deputy Student Administration Manager
- Senior Student Administrator
- Lecturer in Medical Education, 3D Theme Lead
- School Operations Manager (Projects)

Feedback

I wish this could be offered across the University

Having the questions in advance would make a huge difference to me.

The Student Wellbeing Service would love to use this for our upcoming recruitment.

I get so nervous about interviews and I can't show my full potential.

This is great, so thorough and reassuring, thank you!

Believe it or not...

A study on first impressions at interview found that how a candidate performed in the interview had nothing to do with their answers and could be entirely explained by a 20-second first impression.