

# Recruitment Guide to Disability Confident and Reasonable Adjustments



# Disability Confident



**Disability Confident scheme** supports **employers** like you to make the most of the talents disabled people can bring to your workplace.

British Airways is a committed member of scheme.

# What does this mean for you when recruiting?



- We actively look to attract and recruit disabled people
- We provide a fully inclusive and accessible recruitment process
- We proactively offer and make reasonable adjustments as required
- We offer an assessment to disabled people who meet the minimum criteria for the job
- We offer flexibility when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
- We provide work experience to disabled people

# Possible Reasonable Adjustments for Assessment

Extra time

Larger font

Coloured paper

Parking space

An assessment on the ground floor

Interpreter

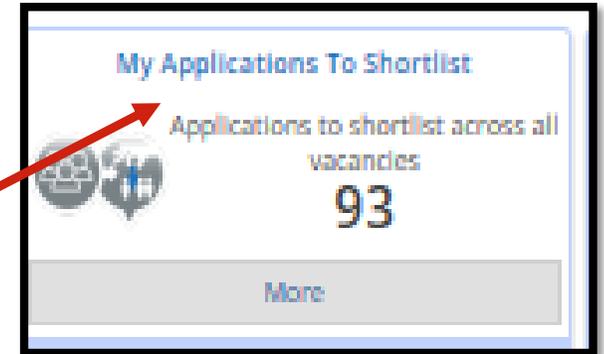
Materials in Braille

Interview questions provided in writing

Candidates may require adjustments for assessment only, in the role only or for both. All disability related adjustments must be carefully considered. This guide focuses on adjustments in assessment.

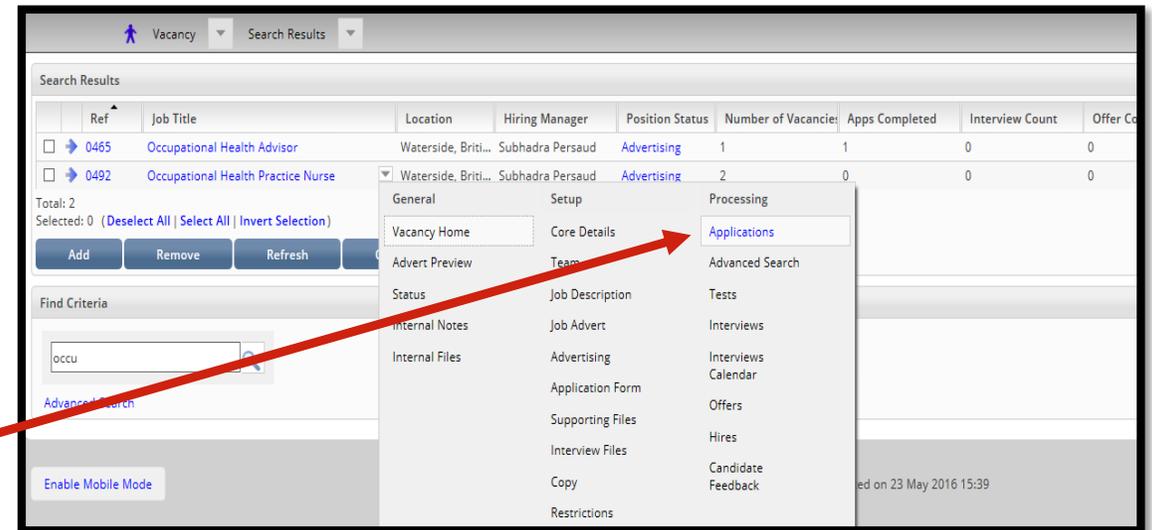
# How to identify if a candidate needs an adjustment in MMR?

- Candidates who have requested an adjustment will be at the status of **Requires Adjustments** when they submit their application
- All other candidates show as **Shortlisting**
- **Both** must be reviewed **before** deciding who is invited to the next stage



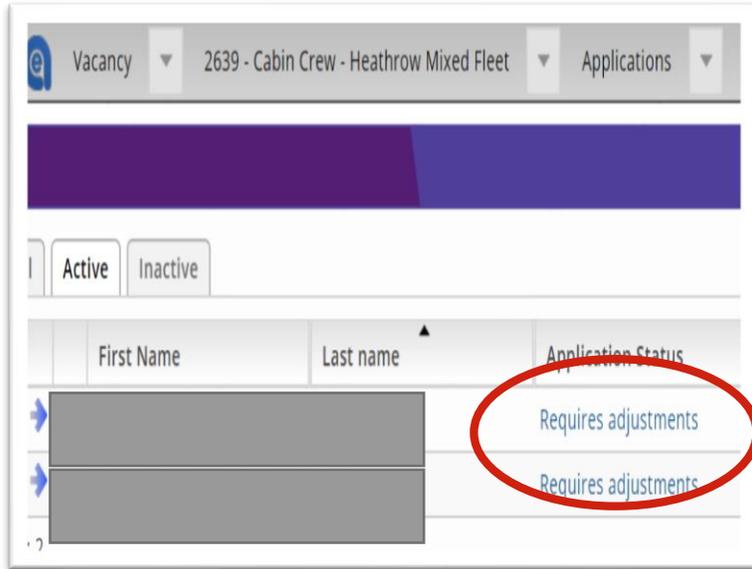
## IMPORTANT!

- In the **"Applications to Shortlist"** nugget (on the home page) candidates at **Requires Adjustments** will **not** show. These need to be accessed through the vacancy **Applications** page



# How to identify if a candidate needs an adjustment in MMR?

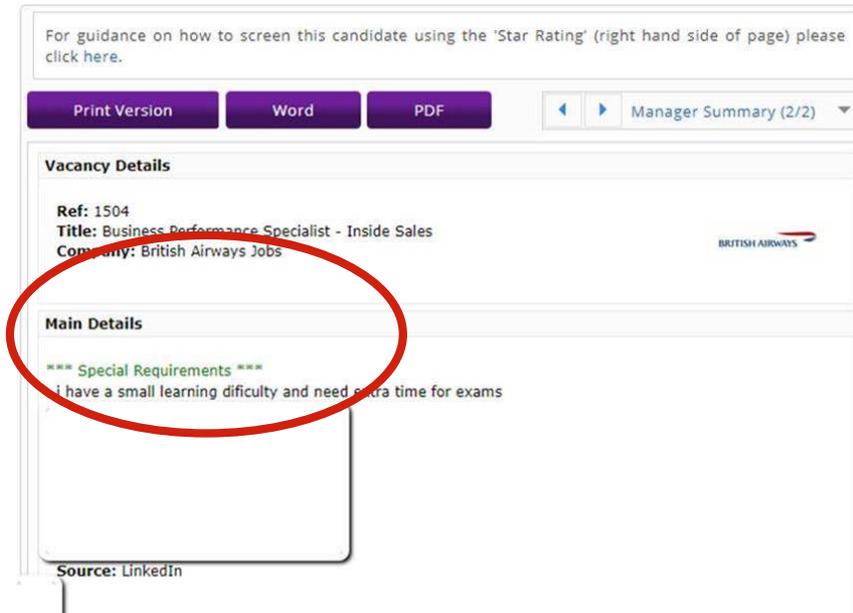
## 1. Their application status



A screenshot of a web application interface showing a table of application statuses. The table has columns for 'First Name', 'Last name', and 'Application Status'. Two rows are visible, both with 'Requires adjustments' in the 'Application Status' column. A red circle highlights the text 'Requires adjustments' in both rows.

First Name	Last name	Application Status
[Redacted]	[Redacted]	Requires adjustments
[Redacted]	[Redacted]	Requires adjustments

## 2. In a candidate's Application Form Views



A screenshot of a candidate's application form. The form includes sections for 'Vacancy Details' and 'Main Details'. In the 'Main Details' section, there is a field for 'Special Requirements' with the text 'I have a small learning difficulty and need extra time for exams'. A red circle highlights this text.

For guidance on how to screen this candidate using the 'Star Rating' (right hand side of page) please click here.

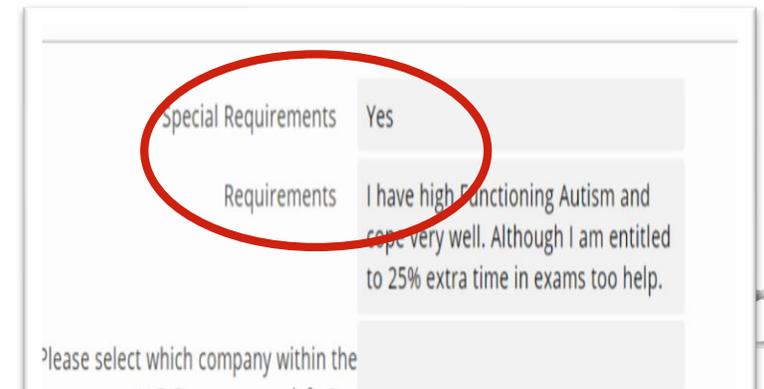
Print Version Word PDF Manager Summary (2/2)

**Vacancy Details**  
Ref: 1504  
Title: Business Performance Specialist - Inside Sales  
Company: British Airways Jobs

**Main Details**  
\*\*\* Special Requirements \*\*\*  
I have a small learning difficulty and need extra time for exams

Source: LinkedIn

## 3. In a candidate's Main Details



A screenshot of a candidate's main details form. The form includes a field for 'Special Requirements' with the text 'I have high functioning Autism and cope very well. Although I am entitled to 25% extra time in exams too help.' A red circle highlights this text.

Special Requirements Yes

Requirements I have high functioning Autism and cope very well. Although I am entitled to 25% extra time in exams too help.

Please select which company within the

# Reasonable Adjustments

So a candidate has an adjustment request what next?



# What to do if a candidate requests an adjustment?

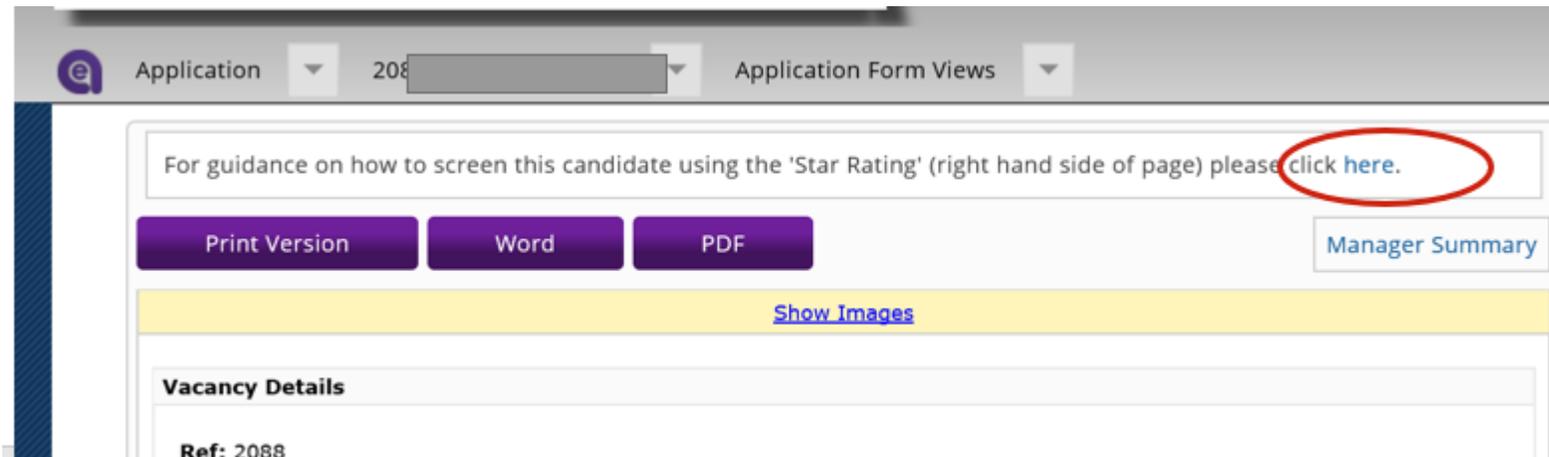
1. Review what the candidate has requested
2. Review the application against your assessment criteria
3. If a disabled person has met the minimum criteria\* for the role they should be invited to the next stage of the assessment in addition to your top-ranked candidates
4. When reasonable, a requested adjustment should be made to the assessment process
5. Speak to your Resourcing contact (see Main Recruiter on the **Core Details** page) for advice before progressing/rejecting the candidates or making any adjustments to the assessments. They will manage the conversation to confirm the candidate's requirements

\*See next page

Contact your Resourcing contact (see Main Recruiter on the **Core Details** page) for assistance

# What is meant by "minimum criteria"?

- The minimum criteria for the job is the description of the job as set by the employer.
- Typically, this would mean any essential qualifications required; any expertise or specialist knowledge that couldn't be easily trained and any experience or skills that are required for the role.
- Do not focus on the quality of the responses to the application questions – use the CV and application questions to establish if the candidate has given evidence of the desirable and essential skills/qualifications.
- Gaps in CVs may be disability related so don't dismiss someone on this basis without discussing it first
- It is important when shortlisting that you keep a record of the criteria you used to shortlist against and justifications of your decisions. In Manage My Recruitment there is a guide to using **Star Ratings** to help you with shortlisting against set criteria



# Appointing a candidate with a disability

- Depending on the disability and role, a candidate may require an appointment with BAHS or a trade test before an appointment can be made
- Access to Work, a government scheme, can help you determine what adjustments might be needed in the workplace and can sometimes arrange for funding – the candidate needs to contact them, not the line manager
- Best endeavours should be made to put the adjustment in place for the candidate's start date

## Access to Work:

<https://www.gov.uk/access-to-work/what-youll-get>

Contact your Resourcing contact (see Main Recruiter on the **Core Details** page) for assistance

# Further Support

## Business Disability Forum:

<https://businessdisabilityforum.org.uk/>



## BA Intranet:

<https://bapl.c.sharepoint.com/myba/pages/Disability-&-Reasonable-adjustments.aspx>

 > **My BA** > **Wellbeing and Inclusion** > **Inclusion** > Disability & Reasonable adjustments

Your Resourcing contact (see Main Recruiter on the **Core Details** page)