

INTERVIEW ADJUSTMENTS CARD

6 adjustments you can ask for — with the exact words to use

You have the right to ask for reasonable adjustments before and during a job interview. These are practical changes to how the interview is run — not special treatment. The Equality Act 2010 requires employers to consider these requests.

1. Extra time to process questions

Let the interviewer know you may need a moment to think before answering. This is normal and reasonable.

What to say:

“I sometimes need a little extra time to process questions before responding. I hope that’s okay — I’ll signal when I’m ready to answer.”

2. Questions in writing

Receiving interview questions in advance or in writing helps reduce working memory load and anxiety.

What to say:

“Would it be possible to send me the interview questions in advance, or provide them in writing on the day? This would help me give my best answers.”

3. A quiet room / reduced sensory input

Request a calm environment free from background noise, bright lighting, or interruptions.

What to say:

“I have sensory sensitivities. Could we hold the interview in a quiet room with minimal background noise and standard lighting if possible?”

4. Flexible format (e.g. remote or one-to-one)

A remote interview or a smaller panel can reduce overwhelm significantly.

What to say:

“Would it be possible to conduct the interview remotely / with a smaller panel? I find this format allows me to focus on the content of the interview rather than the environment.”

5. Breaks during a longer interview

For interviews over 45 minutes, a short break helps with concentration and reduces fatigue.

What to say:

“If the interview is likely to be over 45 minutes, I’d find it helpful to have a short break partway through. Would that be possible?”

6. Confirmation of the format in advance

Knowing the structure ahead of time — number of interviewers, types of tasks, expected duration — reduces anxiety.

What to say:

“Could you let me know the format of the interview in advance — how many people will be there, whether there are any tasks or presentations, and how long it is likely to run?”

How to use this card

- Email or call ahead — contact the recruiter or HR team before your interview date
- You do not need to disclose your diagnosis — say "I have a condition that affects [X]" if preferred
- Copy and paste the wording above into an email, or adapt it to your own voice
- If a request is ignored or refused, you can ask the employer to confirm their decision in writing
- ACAS ([acas.org.uk](https://www.acas.org.uk)) offers free, confidential advice if you face difficulties