

# Access and Adjustment Request Form



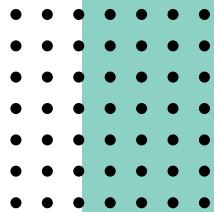
# Access and Adjustment Request Form

## ASKING WHAT PEOPLE NEED PRIOR TO INTERVIEW

Before you interview a candidate, ask them what their wellbeing and access requirements are. You can send the Access Requirements and Workplace Adjustments Request Form to start a conversation with a candidate about their access requirements and/or workplace adjustments. You should start this conversation when you invite them to participate in the job interview.

While the Access Requirements and Workplace Adjustments Request Form is a useful tool to start a conversation about a candidate's access requirements and workplace adjustments, it is not a complete list of every access requirement or workplace adjustment a candidate may request.

It is important that you ask a candidate directly what their access requirements and workplace adjustments are, in addition to sending them this form. Ensure that the Access Requirements and Workplace Adjustments Request Form is sent as an editable document so the candidate can fill it in.



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## INTERVIEW ROOM / OFFICE ORIENTATION

It is important for candidates to know where the interview location is and what the office environment is like so they can know what access requirements and adjustments to request before the interview. Information that might be useful for a candidate to know about the interview location includes:

- How to get to the interview location via public transport (include details like train stations, bus routes and bus stops).
- If there is accessible parking available at the interview location.
- What the office building looks like (you could include a photo and image description).
- What floor the interview room is located on and if there is a lift available.
- If there are accessible and gender-neutral bathrooms available at the interview location.
- If the doorway and halls are wheelchair-accessible (at least 1000mm wide).

You could also take a clear photo of the room where the interview will occur and provide an image description to accompany the photo. The image description should include details about room measurements, potential hazards, lighting and seating.

Example image description: A photo of the meeting room, where the interview will take place. The door pulls open towards you as you enter the room and the doorway is x mm wide. There is a slight dip in the flooring level upon stepping into the meeting room. The office chairs we will be seated on have wheels, a backrest, and armrests. There is a large window with blinds to the back of the room. The room is predominantly lit using fluorescent artificial lighting.

**INSERT PHOTO OF INTERVIEW ROOM HERE**



Sometimes candidates do not feel comfortable requesting an access requirement or workplace adjustment before they attend a job interview.

## KEEP THE CONVERSATION GOING:

It is also important to check in with your employees periodically to see if there have been any changes to their access requirements and workplace adjustments. Your employees' access requirements and workplace adjustments could change throughout their employment with you. You could offer your employees the Access Requirements and Workplace Adjustments Request Form every time they undergo a performance review.

Sometimes candidates do not feel comfortable requesting an access requirement or workplace adjustment before they attend a job interview. Therefore, you should start this conversation again once they commence their employment with you. Additionally, your employees may acquire an illness, injury, or disability whilst they are employed with you. If this occurs, you should ask them if they need any supports to be implemented so they can keep doing their best work.



**"I really don't understand why society forces people to work certain hours. If I was the employer I'd be asking "when are your best hours? What times are you most productive?" An employer is going to get better value for money if they're employing the employee at their most productive time."**

## **ACCESS REQUIREMENTS AND WORKPLACE ADJUSTMENTS REQUEST FORM**

Name:

Manager:

Date Completed:

Review Date:

### **WELLBEING AT WORK**

What do you need us to know so you can do your best work?  
(Work environment, work preferences, ways of working etc.)

## ACCESS REQUIREMENTS AND WORKPLACE ADJUSTMENTS

Some people have access requirements and need workplace adjustments to be made. We have created a list that outlines some of these options.

Please indicate the adjustments that apply for you and what we need to do to meet your requirements.

Here is an example of how to fill out the form:

Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Lighting adjustment	I need natural lighting in the meeting room or to be able to wear my sunglasses inside.

Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Accessible parking	
<input type="checkbox"/> Auslan communication services	
<input type="checkbox"/> Chemical-free environment	
<input type="checkbox"/> Easy Read documents	

Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Ergonomic chair	
<input type="checkbox"/> Flexible breaks at work	
<input type="checkbox"/> Flexible interview time	
<input type="checkbox"/> Flexible working arrangements	
<input type="checkbox"/> Interview questions sent in advance	
<input type="checkbox"/> Interview conducted online	
<input type="checkbox"/> Interview conducted over the phone	
<input type="checkbox"/> Lighting adjustment	

Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Mobility assistance	
<input type="checkbox"/> National Relay Services	
<input type="checkbox"/> Noise adjustment	
<input type="checkbox"/> Plain English documents	
<input type="checkbox"/> Screen magnifier accessible documents	
<input type="checkbox"/> Screen reader accessible documents	
<input type="checkbox"/> Standing desk	
<input type="checkbox"/> Support worker / support person	



Access need or workplace adjustment	What do we need to do?
<input type="checkbox"/> Temperature adjustment	
<input type="checkbox"/> Transportation assistance	
<input type="checkbox"/> Wheelchair access	
<input type="checkbox"/> I have other access requirements	

Please contact **manager's name** on **phone number** or **email address** if you would like to discuss your wellbeing, access requirements and workplace adjustments in another way.

EMPLOYABLE 