

# Reasonable Adjustment Notification Form

<b>Applicant Name</b>	
<b>Organisation Applied To</b>	
<b>Stream Applied To</b>	
<b>Degree Title</b>	
<b>GradWISE Career Coach</b>	

## About Applicant

### Adjustments Required – Application Process

**Application/Eligibility**

Onset/fluctuation of their condition occurring during University studies, which impacted their GPA/WAM. With diagnosis/intervention, applicant has implemented strategies to manage conditions/fluctuations and demonstrated improvement to GPA/WAM. Please consider this with regards to minimum GPA/WAM for application eligibility.

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**Psychometric Testing**

Extension of deadline to complete by (e.g. from 48 hours to 72 hours) to help manage their condition and ability to perform.

Additional time or no limit for psychometric assessment.

Additional time provided to process and read instructions during assessments and/or removal of time as a factor on results.

Opportunity to take a break between sections or pause and come back to assessment should they experience onset of anxiety, medical condition, etc.

An understanding that should disability / health condition present during testing it will diminish their results.

Interpretation of results through a diverse lens and understanding that results may not accurately reflect capabilities, aptitude for the job, and personality traits in consideration of neurodiversity.

Removal of emotional intelligence / emotion based testing and/or exclusion of results as part of criteria to proceed in recruitment process (difficulties reading faces and emotions due to neurodivergence; results are not reflective/accurate measure of aptitude & level of emotional intelligence via this format)

Option to re-do the assessment if any significant barriers present themselves (such as significant on-set of anxiety or difficulty accessing and completing assessment in the provider's format) when completing the testing.

Understanding that applicant may require immediate and unexpected access to a bathroom, and as a result, may be interrupted from completing timed psychometric assessments, or require regular bathroom breaks whilst completing psychometric tests.

Access to practice psychometric test/assessments and platform in advance to ensure accessibility and compatibility with screen reading software.

Platform/format used to implement psychometric testing/assessment is compatible and accessible with screen reading software (JAWs).

Omission of psychometric testing that is not compatible with screen reading software (JAWs) or alternative assessment method to be considered.

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**Self-Recorded Video Interview**

Additional reading and response time for questions as well as the ability to re-record responses.

Extended deadline for completion (e.g. from 48 hours to 72 hours) to help manage performance and fluctuating health conditions.

Viewing responses with the lens of understanding that due to hearing impairment, their speech is impeded.

Provision of additional time for reading of questions to alleviate conditions (e.g. anxiety) and support with processing of what is being asked.

Provision of additional time to record responses to account for onset of conditions (e.g. anxiety, processing difficulties) so that response can be re-started.

Provision of interview questions (15min, 30mins, 1hour, 12 hours, 24 hours) in advance to assist with processing and reduction in anxiety (or other conditions as relevant).

Summary of what content/information will be sought through questions in advance.

Self-recorded video interview viewed from the lens that responses may be impacted by anxiety and processing difficulties (or other relevant conditions). Opportunity to re-do interview if this occurs or have a follow up face-to-face, phone or video interview with an interviewer.

Understanding that facial expressions and mannerisms may not be expressive and that is not a reflection of level of interest or engagement but related to neurodiversity.

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**Phone Screen/Interview**

Alternative format of video call as phone communication with unfamiliar people can trigger anxiety and impact responses and communication.

### **Adjustments Required – Assessment Centre/Interview**

**Face to Face Interview (Video platform or in person)**

Provision of interview questions in (15min, 30mins, 1hour, 12 hours, 24 hours) in advance to assist with processing and understanding what is being asked, and to reduce in anxiety or other relevant conditions.

Understanding from interviewer that applicant may not make eye contact during face-to-face or video interviews, however, this is not a reflection of lack of engagement or interest but to be viewed with a lens of neurodiversity.

Understanding from interviewer that applicant may not make eye contact, and facial expressions and mannerisms may not be expressive during face-to-face or video interviews however, this is not a reflection of level of engagement or interest but related to neurodiversity.

Written copy of interview questions provided in advance or at beginning of interview to refer to throughout the interview would assist with processing information and understanding what is being asked.

Having the questions in advance and/or having each questions displayed on the screen to ensure that they clearly understands the question being asked.

Inputting interview questions in chat box on video platform after they are asked verbally to support with processing and understanding of what is being asked; providing time to re-read the question after it is asked verbally.

Interview scheduled in collaboration with applicant for a time that maximises energy levels due to health condition or impacts of medication.

Understanding from interviewers, that responses maybe impacted by onset of anxiety (e.g. anxiety) and should any responses not truly address the question asked, prompting or re-asking the question in a different way would assist.

Option to pause or take a break during interview if onset of anxiety or other relevant medical condition occurs.

Location for face-to-face interview is OHS compliant, and if any hazards identified by interviewer that applicant and guide dog may be met at entrance to support in navigation.

Guide dog will be present at face-to-face interview.

Having an understanding that their verbal communication is impacted due to their hearing impairment, they are very comfortable with being asked to repeat themselves or clarify what they have said.

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**Individual Skill Assessment/Work Task**

Provision of extended deadline to complete (e.g. from 48 hours to 72 hours).

Additional time to complete or time to be removed as a factor of assessment.

Additional time with any information for case studies and work tasks.

Having any information being presented in a written format as well to ensure understanding of the task at hand.

Written information and data provided in format compatible with screen reading software used (JAWs) with alt text for graphic. PDF files are often incompatible with the software; excel and/or word documents are more accessible.

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**Group Activity/Assessment Centre**



Advanced notice of group activities or assessment centres.

Additional time to read and analyse information provided for group tasks and presentations.

Having any information being presented in a written format as well to ensure full understanding of the tasks required.

Provision of an overview of the day's schedule and activities in advance including location, how many people will be participating and present, what activities will take place and their purpose, to alleviate anxiety and assist with processing and preparation. This will also give applicant an opportunity to identify any accessibility requirements or reasonable adjustments required to participate at their best.

Advanced information/overview of group activity and its purpose or what is being sought through it.

Scheduled breaks in between activities and as required.

Understanding that communication and contributions in group activity may be impacted by onset of anxiety.

Understanding throughout group activity that facial expressions and mannerisms may not be expressive and that is not a reflection of level of interest or engagement but related to neurodiversity.

Option to discontinue group activity or take a break if significant onset of anxiety occurs.

In a group setting, viewing their performance with the lens that they may present as quiet or nervous, this is due to their barriers not inability to perform the task.

Viewing performance from the lens of Neurodiversity. Applicant prefers not to shake hands and may not maintain eye contact throughout the meeting.

They may require immediate and unexpected access to a bathroom, and as a result, may be interrupted from participating in the group activity.

Facilitator having an understanding of hearing impairment and its impact on applicant's verbal communication. Applicant may also have difficulty picking up everything said in a busy/noisy room or video meeting. Please attempt to have their group the only one in the room or minimise background noise.

## Adjustments Required – Workplace

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### Environmental Considerations

A quiet space, away from the majority of foot travel to support sensory overload/distractions.

Unable to perform continuous work on their feet, would require frequent seated breaks.

Unable to lift heavy objects or perform work tasks with consistent repetitive movement. Would require a trolley to assist with the movement of objects around the workplace.

GradWISE would facilitate the services of Job Access to assist in providing specific workplace support.

Would benefit from having primary access to any quiet rooms/spaces within an open plan office to help aid with their concentration.

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### Manager Considerations

Would benefit from a weekly meeting at the start of his working journey from his manager to allow employee to settle into the work place.

Employee is open to speaking about their conditions and understands their needs well. A supportive manager with trustful and transparent communication who encourages these conversations and makes the employee comfortable to contact them should support or changes be required would be ideal.

Access to flexible working hours to maintain health appointments, flexibility to work from home (part or full time).

Having a buddy/mentor who is not a line manager or in their team so they can feel free to discuss any issues or ask questions without feeling like they're having their performance judged.

Having an understanding of their hearing impairment, ensuring that the team is understanding of this as well. Prefers written instructions but is capable to take them verbally, comfortable in speaking directly with manager to best manage communication.

While managing their barriers well, having an understanding that additional time may be needed to complete fine motor movement tasks, especially hand writing. Also that written work may require proof reading.

Takes on constructive feedback very well as they are always looking to improve. While their attention to detail is high, they would benefit for having work tasks clearly outlined and expectations set during initial months.

Would benefit from regular 1:1 meetings with his manager to assist in growing confidence in the workplace and effectively managing workplace tasks

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**Desk Location**

Ability to work from home, avoiding open plan to help employee concentrate and reduce anxiety.

A sit/stand desk with a suitable ergonomic chair. Location to also not be upstairs without accessible assistance from lift or escalator.

Would benefit from having a desk that is situated away from spaces that can provide distractions (e.g. kitchen, open meeting spaces etc.) as this will help in aiding with concentration.

Benefit from having a desk that is situated close to bathroom facilities in the workplace.