

Guide for candidates on inclusive recruitment processes

Inclusive workplaces where everyone can thrive

We celebrate the diversity of thought that an inclusive workplace brings. Different perspectives are invaluable when creating change that has a lasting impact.

At Eastside People, we continue to review our recruitment process. This helps us to ensure that we are working in a way that welcomes a diverse talent pool.

We understand that candidates may have a physical, sensory, neurodivergent or hidden/invisible condition. They may often face recruitment processes that weren't built with them in mind.

We want to ensure that we remove any barriers for our candidates wherever we can. Eastside People do this by working closely with the organisations we support to get it right.

We listen to what you need

We want all our candidates to shine. You should have the best possible opportunity to present yourself authentically throughout the recruitment process.

To support this, we recognise that adjustments may be helpful at different stages. We welcome the opportunity to work with you to ensure you feel comfortable and confident.

From application through to interview stage, please let us know:

How can we best support you?

Our usual recruitment process

While each role may differ slightly, this is how recruitment usually works when applying through Eastside People:

1. Application

You'll be asked to submit a CV and a guided cover letter via the link in the information pack. For some roles, this may be replaced with skills-based questions.

If you prefer, you can submit a short video cover letter instead of a written one, alongside your CV.

2. Closing date

We do not close roles early. All applications received by the closing date are fully considered. We'll let you know whether your application has been successful or not - you will always hear from us.

3. Initial interview

If shortlisted, you'll be invited to an online, competency- or skills-based interview with an Eastside People consultant. Interview questions or key themes are shared in advance to support preparation.

4. Longlisting

We present candidate profiles to the client organisation and support them in agreeing on who they would like to shortlist.

5. Client interview

Shortlisted candidates are invited to interview with the client organisation. Interview questions or key themes are shared in advance (wherever possible), and we keep all candidates updated on outcomes

6. Further stages

For some roles, there may be an additional final interview with the client.

7. Decision

The client selects the candidate(s) they would like to appoint.

8. Outcome and feedback

All candidates are informed of the outcome. Feedback is available to any candidate who would like it.

Our aim is for you to feel informed, respected and supported at every stage.

Examples of adjustments and support you may want to request

We can offer or request adjustments such as:

- Sharing interview questions or themes in advance, wherever possible.
- Encouraging interview formats that reflect real working conditions (for example, no timed tests or artificial restrictions on tools).
- Keeping interview panels to a manageable size.
- Supporting conversations about flexible working, including hybrid working or flexibility around hours.
- Discussing alternative role structures, such as job shares or co-leadership roles.
- Offering virtual interviews where this supports access or mobility needs.
- Providing job information in alternative formats.
- Confirming that interview venues are wheelchair accessible.

- Offering flexible interview timings to accommodate travel, caring responsibilities or medical needs.
- Welcoming additional support at interview, such as a guide dog, sign language interpreter or support worker.
- Requesting reasonable adjustments to the interview environment (e.g. lighting, sound or seating).
- Offering extended application deadlines where additional time is helpful.

If something isn't listed here but would help you, please let us know.

We're on your side

Eastside People is a values-led social enterprise working exclusively with charities and not-for-profit organisations. Putting people first is at the heart of how we work.

We encourage you to get in touch if there's anything that would help you take part fully in the recruitment process. We also welcome your feedback on how we can continue to improve and support candidates better.

Get in touch with us

Please reach out to us at: recruitment@eastsidepeople.org