

Guide for clients on inclusive recruitment processes

Inclusive workplaces where everyone can thrive

Inclusive workplaces benefit from a diversity of experiences, perspectives and ways of thinking. These differences are critical to creating meaningful, lasting change.

At Eastside People, we are committed to running recruitment processes that welcome a broad and diverse talent pool. We continuously review how we work to ensure our approach is fair, inclusive and accessible.

We recognise that candidates may have physical, sensory, neurodivergent or hidden/invisible conditions, and that recruitment processes are not always designed with these needs in mind. Our role is to identify and remove barriers wherever possible, working closely with our client organisations to do this well.

Listening to what candidates need

We believe that candidates should be able to present themselves authentically and confidently.

Adjustments can be helpful at different stages of the recruitment process, and these will look different for each individual. We actively encourage candidates to share what would support them best, and we will work with both candidates and clients to put appropriate adjustments in place.

From application through to interview stage, we invite candidates to let us know:
How can we best support you?

Examples of adjustments and support

Depending on individual needs and the role, adjustments hiring managers might consider include:

- Sharing interview questions or key themes in advance to allow time for preparation
- Using interview formats that reflect real working conditions, avoiding unnecessary time pressure or artificial restrictions on tools or resources
- Having interview panels that are a manageable size and reflect diversity where possible
- Supporting conversations about flexible working arrangements, including hybrid working or flexibility around hours
- Discussing alternative role structures, such as job shares or co-leadership models

- Offering virtual interviews where this supports access or mobility needs
- Providing job information in alternative formats
- Confirming that interview venues are fully wheelchair accessible
- Arranging interview times to accommodate travel, caring responsibilities or medical needs
- Welcoming additional support at interview, such as a guide dog, sign language interpreter or support worker
- Providing reasonable adjustments to the interview environment (for example lighting, sound or seating)
- Offering extended application deadlines where more time is needed to process information

Our commitment

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 candidates to get in touch if there are any adjustments that would help them take part fully in the recruitment process. We also welcome feedback and suggestions so that we can continue to improve how we support candidates and clients alike.

Get in touch with us

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