

Information

Adjustments for candidates

Below are some examples of adjustments that can be put in place to support you through the recruitment process. This is not an exhaustive list, but provides you with an overview of the support that can be provided. Assumptions are not made and we are happy to have a discussion with you about adjustments before they are implemented.

Examples of adjustments

Application process

- We can provide job advertisement/application forms in a different format if required. For example, providing an application form in large print, audio, braille or sending out hard copy versions.

Interview and Selection process

- We can allow extra time to complete an assessment task or interview
- We can provide adjustments including providing materials in alternative formats, British Sign Language Interpretation and adapt timings for interviews.
- We will aim to ensure that all interview and assessment rooms are an appropriate and pleasant space e.g. they have good lighting or reduced noise, but if there is something specific you require please let us know.
- You can use your own laptop or assistive technology e.g. screen readers, preferred screen settings, a vision board, or your own mouse. If you are using a Mills & Reeve laptop and are using assistive technology, please contact us so we can ensure they are compatible with our systems.
- We tend to conduct interviews either in person or via Zoom, but we can offer another interview location or method e.g. phone or holding an interview on the ground floor.
- We provide regular breaks during our assessment centre process, but if you need specific rest breaks then we can discuss this.

Office Information

- Information about our offices can be found [here](#)
- If required and further to discussions, we can arrange for you to visit the office ahead of your interview and to see the meeting room you will be interviewing in.

If you have any support requirements, or adjustment, additional or cultural needs please do get in touch at the earliest opportunity so that appropriate arrangements can be made. Please contact us at recruitment@mills-reeve.com or sarah.freeman@mills-reeve.com if you would like a confidential chat.

Get in touch



Sarah Freeman
Senior Recruitment Manager
T: +44 (0) 121 456 8300
E: sarah.freeman@mills-reeve.com

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