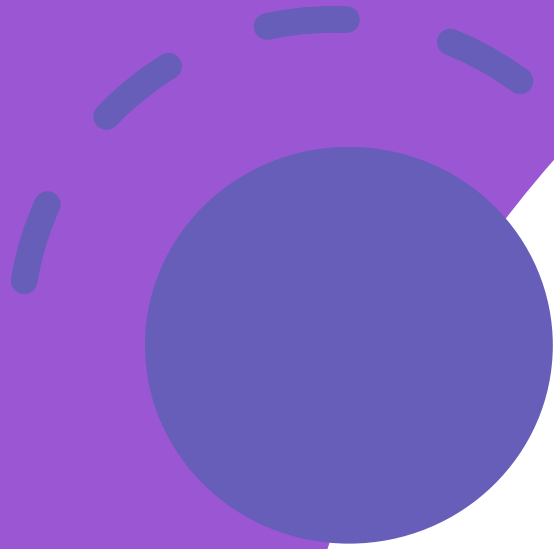
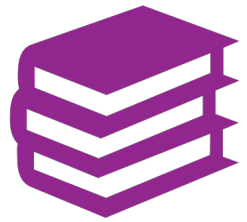




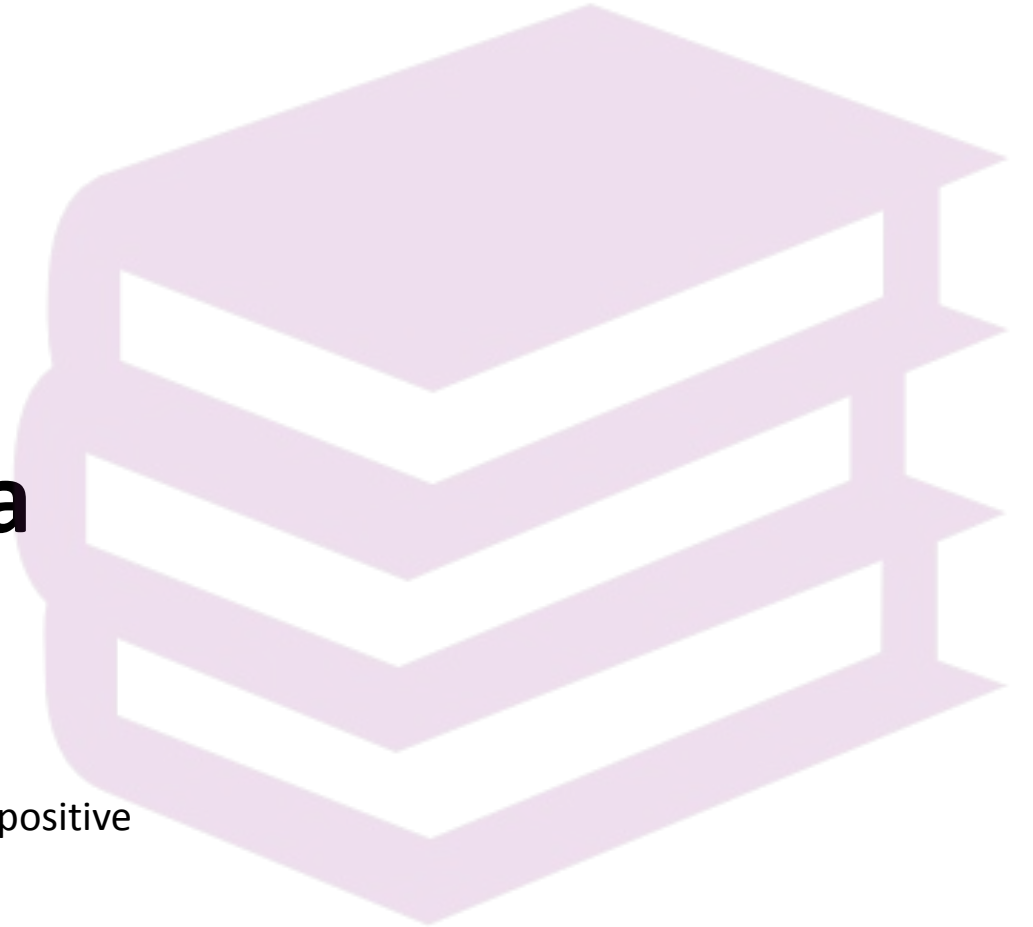
Neurodiversity Lighting Talk

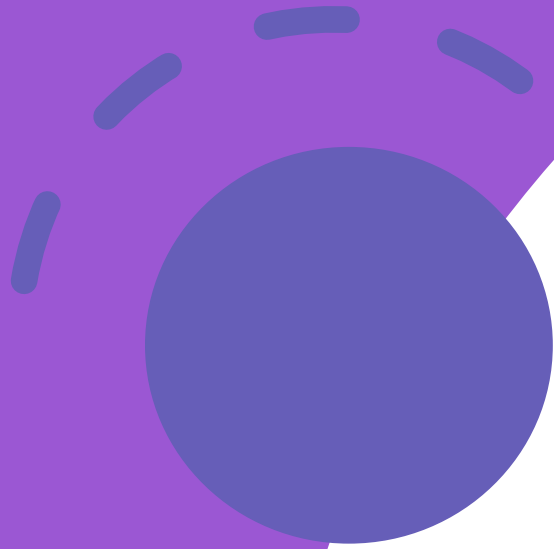
Zoe Eldridge (Walker)



My experience with dyslexia and dyspraxia

- Diagnosed at Primary School
- Reassessed at Middle School
- New assessment for university
- Civil Service changed my view of neurodiversity into a positive within the workplace
- Workplace Adjustments in the office and the home
- Covid-19 improved my workplace adjustments





How to use flexible working for a neurodiversity

Zoe Eldridge (Walker)

What is a workplace adjustment passport?

This passport will help neurodiverse colleagues move more easily between departments or organisation by facilitating the smooth transfer of agreed adjustments when disabled employees undertake career moves.

There are three functions within the passport:

- **to support a conversation between a disabled individual and their line manager** about the disability, neurodiversity or health condition and any workplace adjustments that might need to be made;
- **to act as a record of that conversation and of the adjustments agreed;**
- **to act as a record of any adjustments made for individuals as a supportive measure**, usually on a temporary basis - for example, moving core hours to avoid peak travel time to reduce anxiety of busy environments, as well as a supportive temporary adjustment such as an increase in working from home for the recuperation period following burnout.
- The adjustments recorded can be hard or soft. Hard adjustments can be around technology or equipment and soft adjustments are around ways of working.
- To support a workplace passport neurodiverse assessment or occupational health assessments may be carried out.

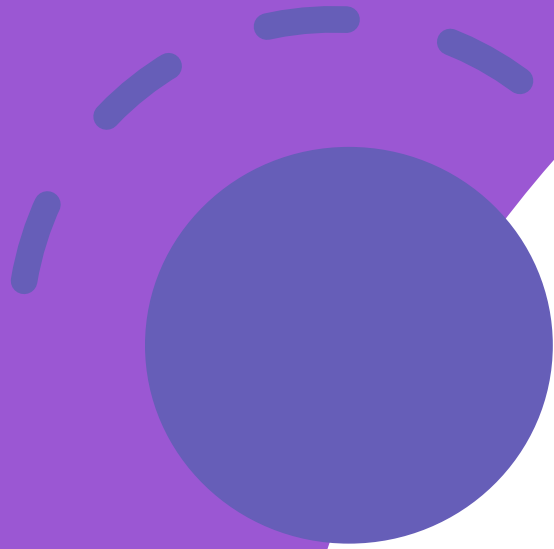
Interview Stage

Examples of Adjustments Candidates can ask for:

- Additional time for timed tests.
- A short extension in advance of other candidates to prepare a presentation.
- Extra time for an interview - This can be used to provide the candidate with more time to answer a question. Candidates can tell the panel how they would like to use their extra time, for example, "I will pause, reflect, and take notes for a few moments before responding to a question." The time should be agreed in advance.
- Escorting around the building, including to the interview room..
- Interviews are now virtual by default. You can request for the interview to take place in person rather than virtually using Microsoft teams..
- For the interview to be at a particular time (within reason and on a case-by-case basis e.g., panel members must be available).
- To request the interview questions in advance and allowing candidates to refer to pre-prepared notes. This can be helpful for some who are neurodiverse, due to how information is processed and anxiety.
- A short pre-meeting between the interview panel and candidate on a date prior to the interview to reduce anxiety about interacting with new people.
- A breakdown of more complex questions into their component parts so that they can be answered sequentially by the candidate.
- A photo of the building and room where the interview will take place.
- Request a verbal test rather than a written one
- If you are sensitive to light, you can request a room with lower levels of light (this may not always be possible because of the way the office highlighting is set up – an alternative could be having the interview over Teams).
- Questions to be placed into the MS Teams chat (to note this may not be accessible with all software e.g., some screen reader).
- To be in a room with low noise levels
- Avoid metaphors, acronyms, jargon, and sarcasm – these may be taken literally, or can take mental energy to decipher the meaning for some staff who are neurodiverse.
- Another adjustment which can help candidates with a stammer, neurodiversity or a condition which causes fatigue and pain asking for the questions to be added to the teams chat can be beneficial. It can support memory, recall and help with anxiety.

Possible barriers to remove during interviews

- background noise,
- using jargon and acronyms,
- inaccessible room,
- room with too much light,
- speaking quietly or not clearly,
- having an unconscious bias for the disability, long term health condition or neurodiversity,
- using metaphors,
- using an unclear font,
- cluttered background when conducting a virtual interview
 - this may distract neurodiverse candidates
- having a long interview with no breaks,
- not implementing interview adjustments



Why are staff networks important?

Zoe Eldridge (Walker)