



## INTERVIEW REASONABLE ACCOMMODATION (RA) REQUESTS: PROCESS FLOWCHART FOR RECRUITERS

### Identify the Need for Accommodation

Following shortlisting, include in the interview invitation the opportunity for candidates to indicate if they require a reasonable accommodation, and to submit supporting evidence, to assist them during the interview process.



### Reasonable Accommodation Request Received

The HSE Recruiter will review the request and may ask for relevant documentation or evidence from the candidate. The guiding principle is that the candidate is best placed to advise on their requirements.

The HSE Recruiter may also choose to consult with the Interview Board, if necessary.

Further advice and support for HSE Recruiters can be found in the [HSE's Reasonable Accommodation Guideline](#) and further advice can be provided by the HSE's DEI Team: [diversity.HR@hse.ie](mailto:diversity.HR@hse.ie).



### Consult on Reasonable Accommodation Options

The HSE Recruiter will consult with the candidate on potential accommodation options based on the information they have provided, and the requirements as specified in both the CPISA's recruitment license and code of practice.



### Provision of Reasonable Accommodation

The HSE Recruiter and the candidate will work together to discuss a reasonable accommodation that meets the candidate's needs, and is feasible for the HSE. The guiding principle is to provide an equal chance; it should not provide an unreasonable advantage or disadvantage for any candidate.



### Implement Reasonable Accommodation

The HSE Recruiter will advise the Chair of the Interview Board on the discussions around providing accommodation for the candidate, and confirm to the candidate the outcome of the accommodation being provided in advance of the interview.



### Continue with the Recruitment Process

The candidate can proceed with the recruitment process.



### Post Interview

The interview board makes a recommendation based on the results of the interview. Fitness to perform the role is assessed by Occupational Health as part of the separate Pre-Placement Health Assessment (PPHA) process.



### Job Offer

If the candidate is successful in obtaining a job offer; they will go through the PPHA process. Occupational Health will review the requirements of the candidate and the role to determine if the candidate is fit to do the job, including if there is any need for any reasonable accommodation(s) to perform the job.