



Graduate recruitment support for disabled students

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Careers & Employability

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The Careers & Employability centre is on the ground floor of the University Library.

We are open from 9:00am - 4:30pm, Monday - Friday.

More disability support can be found on our Diversity, Equality, and Mental Health Hub.



lincn.ac/diversity

This guide has been created to support disabled* students who are going through application and recruitment processes for graduate job roles and is intended to highlight the support available to you.

The guide includes support you can access directly through the Careers & Employability service, the University of Lincoln, and wider support.

If you would like any further information or support, please use our **online tool** which will direct you to the most appropriate support for your query.

*Under the Equality Act (2010) you are disabled if you have a **long-term physical or mental health condition which has lasted or is likely to last 12 months or more and causes a significant impact on your ability to carry out normal day to day activities.** This can include chronic illnesses, physical and mental health conditions, and neurodivergent conditions.

Reasonable adjustments

The Equality Act states that “**Employers have a duty to make 'reasonable adjustments' to ensure that a disabled employee is not treated less favourably than their non-disabled counterpart.**”

Reasonable adjustments are also sometimes referred to as reasonable accommodations.

This applies to both the recruitment process and during employment. A reasonable adjustment might include accessibility support or changes to the recruitment process and workplace environment.

Disclosing your disability to an employer can be beneficial for reasons such as:

- Ensuring you do not have to hide any difficulties you might have.
- Explaining limited work experience or gaps in your education.
- Ensuring you are protected by the Equality Act.
- Presenting your disability in a positive light.
- Enabling an employer to make any relevant adjustments in the workplace prior to your work-based placement.

Under the Equality Act (2010), employers in the UK must make reasonable adjustments for disabled employees. There is no set definition of 'reasonable', but adjustments may include:

- Making physical adaptations to the building or equipment.
- Changing work hours and providing flexible working.
- Allowing employees to work from home.
- Getting specialised equipment or modifying existing equipment.
- Allowing rehabilitation or treatment during work hours.
- Providing extra training and updating work manuals.
- Providing an interpreter or personal assistant.
- Adjusting responsibilities to fit abilities and skillsets, where possible.

An employer **does not** have to change the basic nature of the job. If you would like more information on reasonable adjustments in the workplace, check out this [useful article from Scope](#). You can also access support from Careers & Employability [here](#).

Job search considerations

As a disabled person, there may be some additional considerations you need to make when applying for graduate roles. Below we have included certain aspects you may wish to consider.

Work arrangements:

- What is the working environment like and what times will you be working?
- What type of work would you like to do?
- Does your condition vary depending on the day, time of day, or the environment you're in?
- Would you need any support to access work premises? This could include lifts, ramps, reserved parking, etc.
- What current strategies do you have in place to manage stress and overwhelm? These can become more important if you are moving away from your usual support network.

Accommodation:

- How close will it be to your place of work and what transport is available?
- Will the accommodation meet the requirements for your disability in terms of accessibility, adaptations, ensuite, shared or individual facilities?
- This [article from Target Jobs](#) may help you in deciding whether you wish to stay local or move elsewhere.

Location:

- Are you looking for work somewhere you are already familiar with?
- If you are looking at a new location, are you aware of the transport links?
- Establish in good time the types of medical care that you will need to access in a new location. Will you need to travel for regular appointments?
- Will you need to transfer medical records across counties as this can take time when moving?
- What are the standard living costs of the area, and will this be affordable for you?



Job search considerations

Day to day living and support:

- Think about the impact of your condition on your day-to-day living and the existing support.
- Support could be friends, family, GP/medical team, Mental Health adviser, counsellor, PA, Disability adviser, Academic support workers.
- What formal support services are provided by your employer?
- What resources and strategies are in place and would these work in the new location?

Your Support Plan:

- What adjustments do you have in place at the University of Lincoln? You could look through your PASS plan to see if any of these adjustments would be suitable for the workplace or if you would need additional support.
- Does anything need to be reviewed or amended, so you can liaise with your employer to check what support they can put in place?
- Have you previously used any specialist equipment that you found useful?

For mental health and wellbeing support whilst you are at University, please visit this page from the [Student Wellbeing Centre](#).



Mental health:

- Think about strategies for managing and maintaining your mental health if you are away from your familiar support networks. What local counselling or therapeutic services will there be and are there any associated costs – Access to Work may be able to support with this.
- Does your employer offer an Employee Assistance Programme?
- Access the **Careers & Employability** [mental health hub](#) for advice on managing stress and overwhelm during the transition into work.

Disability Confident Employers

The **Disability Confident** scheme is a recognition scheme to get employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.



You can find a **list of Disability Confident employers** through the Gov.uk website.



These employers may have an initiative called a 'Guaranteed interview scheme' for disabled applicants. This usually means that if you are disabled and meet the minimum requirements of their application, then you are guaranteed to be seen at the interview stage.



Being 'Disability Confident' and have initiatives such as a guaranteed interview scheme can reflect positive values of the company.

Researching company values can be a positive way of finding out more about any positive action the company takes towards inclusion. This can also reflect a positive commitment to supporting disabled people.

For more information about the Disability Confident Scheme, please visit Citizens Advice for further information



Support from Careers & Employability

The Careers & Employability service offers a wide range of support and resources to help you into your future career. Head to our [**online tool**](#) to be directed to the most appropriate support for your query.

Visit our [**Diversity, Equality & Mental Health hub's protected characteristics**](#) page for information on all of the different types of support available to you, including resources related to some specific conditions.

Career coaching appointments:

We offer dedicated career coaching for students who experience disability and mental health. These are held with a Careers Adviser who specialises in supporting students from these groups. Please email [**careers@lincoln.ac.uk**](mailto:careers@lincoln.ac.uk) to request a career coaching appointment.

How, why, and when: Talking to an employer about a disability or health

condition: This workshop will help you to understand your rights in employment as someone with a disability, health condition, or mental health condition. You will be encouraged to consider why, when, and how to talk to an employer and begin to identify ways to advocate for yourself.

To book onto this workshop, please visit our [**Events calendar**](#) to find the next date.

Book a **College of Health & Science** graduate recruitment appointment here.



Book a **College of Arts, Social Science & Humanities** graduate recruitment appointment here.



External support

Access to Work is a support scheme from the UK Government for if you have a disability, or a physical or mental health condition that makes it hard for you to do your job. If the adjustments you need to access the workplace aren't covered by your employer making reasonable adjustments, you may be able to get help from Access to Work.

You'll be offered support based on your needs, which may include a grant to help cover the costs of practical support in the workplace. To find out more, visit the **Access to Work** website.

If you need any reasonable adjustments to be made within the recruitment process, you may also find it useful to get in touch with Careers & Employability for an informal conversation.

You may be eligible to receive funding through **Access to Work**. This funding can be used to access interviews, or it can be used once you are in the role. Please make sure you apply with plenty of time for the support to be put in place.



For more information on Access to Work, **Disability Rights UK** have created a useful webpage including information and FAQ's.

You may also be able to find information specific to your condition or situation by researching into charities that raise awareness of your condition. Many charities have a page where you can find information and advice relating to finding employment or reasonable adjustments to consider.