

Reasonable Accommodations Requests

A Guide for Candidates

Stage 1 – Application Form

- Candidate is asked to indicate if they have a disability and or condition and or difference for which they may need a reasonable accommodation.
- If a candidate selects the option **No** or the option **I do not wish to disclose**, the candidate will not be presented with any further questions relating to disability or condition or difference.
- If the option **Yes** is selected there will be a series of questions depending on the answers a candidate provides.
- Any candidate who wishes to avail of reasonable accommodations is asked to attach a psychologist or medical report or reports before the final submission of the application.
- For candidates who may have applied for a competition with publicjobs in the last three years. There is the option to have those reasonable accommodations previously awarded applied. The candidate would need to provide their Candidate ID in order for the Assessment Services Unit to locate them. In this case, candidates don't need to upload reports unless they have new documentation they wish to be assessed.

Stage 2 – Reviewing Reasonable Accommodation Requests

- Once a candidate has submitted their application and indicated on it that they wish to avail of a reasonable accommodation, the Assessment Services Unit in publicjobs will review the request.
- They will consider the information on the application relating to the request and the supporting documentation that a candidate has uploaded. There may be a conversation between publicjobs and the candidate if further information is needed in allocating the reasonable accommodation.
- The outcome of the review is recorded on publicjobs recruitment management system when complete.

Stage 3 – Communicating the Outcome to the Candidate

- The recruitment unit managing the competition will communicate any reasonable accommodations awarded for each stage of a competition prior to that stage of the competition taking place.
- The candidate should review the reasonable accommodations awarded and can communicate with the recruitment unit advising of any of those reasonable accommodations that they do not wish to avail of.
- If candidates have a query regarding the awarded reasonable accommodations, the candidate can contact the recruitment unit managing the competition or the Assessment Services Unit.

Stage 4 – Review Panel Process

- If a candidate is unhappy with the reasonable accommodations given, the Occupational Psychologist will review this.
- If the candidate is still unhappy, a Review Panel may be convened where the accommodations awarded are reviewed by a panel comprising senior managers from publicjobs and an external expert.

Important Information

- When tests are being used, the reasonable accommodations are applied to the system hosting the tests.
- publicjobs does not disclose information relating to disability or condition or difference to Test providers or Selection Board members.
- For interviews and other assessments, where publicjobs convenes a Selection Board, publicjobs can inform the Selection Board of the reasonable accommodation but will ask for a candidate's consent in advance to do so.
- We strongly encourage candidates to let us know if they have reasonable accommodations so we can provide these and give them the best opportunity to perform in the selection process.
- The request for reasonable accommodations will not be disclosed to an employing department or organisation without consent.
- Candidates are asked if they need reasonable accommodations for the workplace (rather than the selection process) should they be successful in the recruitment process.

- The onus is on the candidate to provide sufficient evidence to allow public jobs to support their reasonable accommodation request.