

# Top tips for interviewing someone with a visual impairment

Your guide to taking the appropriate steps to a fair and inclusive interview.

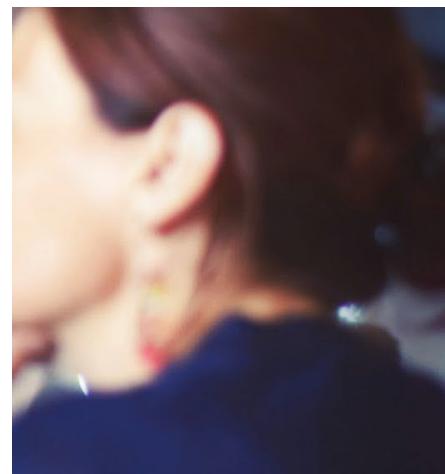


# Focus on their skills, not their impairment

In many ways interviewing a person who has a visual impairment is no different than interviewing anyone else. In any interview showing thoughtfulness, professionalism, courtesy and respect is crucial.

There are however some ways in which you can ensure that you put yourself and the potential candidate at ease and ensure that the interview is focused upon the person and their skills and abilities.

- Once you have shortlisted you should ask what reasonable adjustments you can make in order to ensure they have a fair interview. It could be that they ask for any written text to be provided in large print. You can only be expected to make reasonable adjustments in the interview process if the applicant informs you of their needs.
- Never make assumptions. Not everyone who has a visual impairment has the same needs, so always ask the person themselves what adjustments need to be made.
- When meeting a candidate who has a visual impairment, identify yourself and introduce everyone else who is present.
- Offering assistance to someone is ok, but if they decline your offer then respect that.



- Offer to guide the candidate, allowing them to take your arm rather than grabbing them. If guiding someone to a chair, place their hand on the back of the chair rather than trying to position them correctly.
- Ensure that the interview room is clear of any obstacles and check the lighting level is suitable by asking the candidate.
- If the candidate has an assistance dog then do not touch the dog without asking and don't spend half the allocated interview time on an in-depth discussion about how the dog works and pets in general.
- Focus on the person's abilities and how they can accomplish key tasks. You should not ask questions about a person's disability but can discuss whether they need any adjustments to be able to complete the job and what they are.

