**Post interview**

The interview board makes a recommendation based on the results of the interview.

Occupational Health Pre-Placement Health Assessment assesses the fitness of the prospective employee to carry out the duties of the post and will advise on any measures required to enable the prospective employee to carry out their duties and render regular and efficient service.

The recruiter will check in with the candidate to make sure reasonable accommodation was provided as agreed.

**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.

**Continue with the recruitment process**

The candidate can proceed with the recruitment process.

**Implement Reasonable Accommodation**

The recruiter will advise the Chair of the interview board on the discussions around providing accommodation for the candidate, and confirm to the candidate the accommodation to be provided in advance of the interview.

**Provision of Reasonable Accommodation**

The 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.

**Consult on Reasonable Accommodation options**

The 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 CPSA's recruitment license and code of practice.

**Reasonable Accommodation request received**

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

Further advice and support for recruiters can be found in the [HSE's Reasonable Accommodation Guideline](https://healthservice.hse.ie/staff/procedures-guidelines/diversity-equality-and-inclusion/#diversity-equality-and-inclusion-dei-team) and further advice can be provided by the HSE's DEI Team: diversity.HR@hse.ie.

**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.