

How to manage flexible working requests made during recruitment

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Job applicant seeks information on flexible working opportunities during recruitment process.

Provide information on company policy, signpost sources of information on company website or provide specific information on flexible opportunities for the role applied for.

Successful candidate requests an opportunity to work flexibly at offer stage or prior to start date.
Can the request be agreed?

YES

Cannot be determined

NO

Offer the role on the agreed flexible working pattern.
Reflect this in contract of employment and offer letter.

Explain to the candidate why the request cannot be accommodated.
Note: if the candidate accepts the role they may still apply formally later on.

Consider whether the flexible working arrangement could be trialled when the employee starts work.

The contract of employment and offer letter should reflect standard terms and the fact that a non- contractual trial will take place subject to review. Schedule review date for trial.