



Environment fit checklist

How to tell if a workplace may work for you **before you accept the role**

Most people assess a role by asking:

Can I do this job?

But there is another question that matters just as much:

Can I do my best work in this environment?

Use this checklist during the recruitment process. Tick each statement if you have seen clear evidence of it.

No employer will tick every box. The aim is not perfection. The aim is to notice patterns.

1. Recruitment clarity

- The recruitment process was clearly explained.
- I understood each stage of the process.
- I knew what would happen next.
- Timelines were shared.
- The organisation followed through on the timelines they gave.
- Instructions were easy to understand.
- The process did not feel unnecessarily confusing.

2. Communication

- Communication felt respectful.
- Messages were clear and easy to understand.
- The organisation replied within the timeframe they gave.
- Delays were explained clearly.
- I was given information in a format I could use.
- I was able to ask questions.
- Questions were answered properly, not brushed aside.

3. Reasonable adjustments and support

- Reasonable adjustments were mentioned or easy to ask about.
- Adjustments were treated as normal.
- The organisation seemed open to different access needs.
- Support options were explained clearly.
- The response to adjustment requests felt respectful.
- The response to adjustment requests felt practical.
- I felt safe asking for what I needed.

4. Interview process

- The interview format was explained in advance.
- I knew who would be in the interview.
- I knew what the interview was designed to assess.
- Interview questions were shared in advance, or this was offered as an option.
- The process helped me show what I can do.
- The process did not rely only on speed, confidence, or guesswork.
- I felt able to be clear, rather than having to perform confidence.

5. Definition of success

- The organisation explained what “good” looks like in the role.
- Success measures were explained clearly.
- Priorities for the first few months were explained.
- Common challenges in the role were discussed honestly.
- Practical examples were given.
- Expectations felt realistic.
- The version of success described felt sustainable.

6. Flexibility

- Flexible working was explained in practical terms.
- The organisation explained how people actually use flexibility.
- Communication can happen in more than one way.
- People appear trusted to manage focus and energy.

- Breaks or different working rhythms appear to be normalised.
- Flexibility sounded real, not just written into policy.
- Flexibility was not treated as a lack of commitment.

7. Response to challenge

- Questions were welcomed.
- The organisation responded openly.
- The organisation seemed curious rather than defensive.
- Answers included practical examples.
- Difficult questions were not avoided.
- I was not made to feel difficult for asking practical questions.
- The conversation felt psychologically safe.

8. Onboarding

- The first week was explained.
- The organisation described how I would be supported.
- I knew who I could go to with questions.
- The organisation explained how priorities would be set.
- The organisation explained how feedback would be given.
- Onboarding sounded structured.
- I would not be expected to “just know” important information.

9. Culture signals

- The organisation’s values matched how they behaved.

- Their website showed real diversity, not just generic statements.
- Inclusion appeared in leadership or decision-making spaces, not just marketing.
- Employee stories felt authentic.
- Reviews or testimonials showed positive patterns.
- The organisation seemed willing to listen and improve.
- The culture felt safe enough to be honest.

10. Your own response

- I felt respected.
- I felt able to ask questions.
- I felt able to be clear.
- I did not feel I had to mask heavily.
- I did not feel I had to perform confidence.
- I left with more clarity, not more uncertainty.
- Nothing important felt “off” or unresolved.

Pattern check

After completing the checklist, look at the pattern.

Strong positive signal

Most sections have several ticks.

The organisation gave clear examples.

Support felt practical.

Questions were welcomed.

The process reduced uncertainty.

Mixed signal

Some areas felt strong.

Other areas were vague.

You may need to ask more questions before deciding.

Warning signal

Many boxes are unticked.

The organisation relied on polished statements rather than practical examples.

Questions felt awkward.

Support sounded unclear.

You left with more uncertainty than clarity.

Final decision prompt

Before accepting a role, ask:

Can I do this job?

Then ask:

Can I do my best work in this environment?

Those are not the same question.

A role can be right on paper and wrong in practice.

A company can say the right things and still create unnecessary barriers.

Look beyond the promise.

Look at the behaviour.

That is where the truth usually sits.

Key takeaway

Inclusion is not what an organisation says.

It is how it behaves.

Notes

Use this checklist as a guide, not a scoring system.

Sometimes people need to take roles that are not perfect. That is real.

But knowing what you have and have not observed helps you prepare, ask better questions, and spot where support may be needed early.