

# Asking for Accommodations for an Interview

## What is an accommodation?

An accommodation is a support or modification implemented to assist a candidate with a disability during the interview process or while performing job duties. Accommodations are used to 'level the playing field', and ensure candidates and employees with disabilities can perform optimally.

## Accommodation Facts

- ✦ You have the option to request accommodations prior to the interview.
- ✦ You may choose to disclose your diagnosis before the interview, but this is not necessary.
- ✦ Interviewers should not ask about your diagnosis, race, culture or sexuality. If they do, you do not need to respond.



## Examples of accommodation requests:

- ✦ a copy of the interview questions in advance
- ✦ permission to bring notes to the interview
- ✦ a job coach attending the interview
- ✦ extra time provided for the interview

## Frequently Asked Questions:

**Q:** When do you ask for accommodations for an interview?

**A:** Before you accept or confirm an interview.

**Q:** How do you ask for an accommodation?

**A:** You can make your request by email or on a phone call.

**Q:** Who do you ask for an accommodation?

**A:** You can make the request to the hiring manager or the person who contacted you to set up the interview.

## Note:

- You do not need to disclose your diagnosis if you choose
- Interviewers **should not** ask about your diagnosis or the type of disability you have.
- Interviewers **should** ask what accommodations support you the work place, if you were a successful candidate.