

Adapting Interviews

Asking for Accommodations

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 not to.
- ◆ Interviewers **should not** ask about your diagnosis or the type of disability you have.
- ◆ Interviewers **should** ask what accommodations would best support you in the work place, if you were a successful candidate.

For more information, contact Kerry's Place Autism Services:

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 kerrysplace.org



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Resource Portal**