



REASONABLE ACCOMMODATIONS IN THE INTERVIEW PROCESS

SETTING UP THE INTERVIEW

February 2016

Before contacting the applicants:

- ◆ Insure that the interview location and nearby restrooms are accessible to persons with physical disabilities.
- ◆ Review the interview agenda and itinerary. Determine if aspects of the interview process, such as a test or demonstration, might require accommodation. If uncertain, contact the ADA Coordinator in Compliance, Diversity and Ethics for assistance.
- ◆ Identify a contact person for questions who is not a member of the search committee. (This would usually be the person providing staff support to the committee.)

When contacting the applicants:

- ◆ When contacting an applicant by phone, briefly explain what the visit and interview will entail and inform each applicant that George Mason University provides reasonable accommodations, if needed, for the interview process. If the applicant believes they will need an accommodation, they should request one from the contact person.
- ◆ When confirming the interview in writing, include the day's itinerary and agenda. Include the statement that:

"It is the policy of George Mason University to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to fully participate in the interview process, please contact [*name, phone number (TTY if available) of person responsible*]. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations for a person's disability."

If you receive a request for an accommodation, contact the ADA Coordinator in Compliance, Diversity and Ethics for assistance.

Tel: 703-993-8730 or Email: CDE@gmu.edu