

Knowing Your Rights:

A Guide to Requesting Accommodations at Work and for Interviews



Know Your Rights

- All employees and applicants have the right to request reasonable accommodations under the ADA
- Accommodations can help remove barriers in the workplace and ensure equal opportunity

Timing Your Request

- Interviews: Try to request before the interview date
- Employment: Request as soon as you anticipate needing an accommodation (usually with HR)
- Earlier requests allow for smoother implementation



Gather Information

- Interviews: Consider potential accommodations related to the interview format, communication, or environment
- Employment: Understand your limitations and the challenges you face at work

Communicate Clearly

- Interviews: Contact the company's Human Resources (HR) department or ask the hiring supervisor where to go
- Employment: Speak with your supervisor or HR
- Explain your needs, your preferred accommodation, and how it will help you perform on the job or participate within the interview



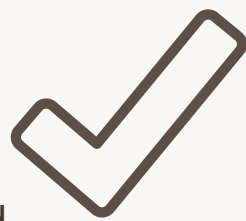
Collaboration & Flexibility



- Interviews: Be prepared to discuss specific solutions and work with the interviewer/company
- Employment: Be open to discussing different solutions that meet your needs and the requirements of your job

Follow Up & Documentation

- Interviews: Follow up before interview to confirm accommodations
- Employment: Keep records of your request, correspondence, and agreements
- Know that your employer can request medical information if needed



Resources and Support



- Be familiar with applicable state and federal laws, along with employer's policies
- Utilize resources such as the Job Accommodations Network (JAN), disability rights organizations, or employee assistance programs

Call to Action

- Empower yourself by knowing your rights
- Remember that requesting accommodations is a right and discrimination is illegal
- Don't be afraid to ask questions

