

Applicant Procedures for Requesting Reasonable Accommodations

Initiate a Request

The applicant is responsible for requesting an accommodation for a disability that will allow them to participate in any portion of the University's hiring process, including completion of the online application process. The request should be made to the HR ADA Coordinator by completing the Applicant Accommodation Request Form

Engage in an interactive dialogue

The applicant must engage in an interactive dialogue with the HR ADA Coordinator to provide information about the requested accommodation, how the accommodation will allow the applicant to satisfy the University's hiring process, and other information as may be necessary to determine an appropriate and reasonable accommodation.

Determine a Reasonable Accommodation (if any)

If the HR ADA Coordinator determines that the applicant has a disability as defined by the ADA and/or § 504 of the Rehabilitation Act, the HR ADA Coordinator will consult with the applicant and the recruiter and/or hiring manager as necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective. The HR ADA Coordinator will notify the applicant and the recruiter and/or hiring manager of any recommended reasonable accommodations in a timely manner. After the reasonable accommodations are implemented, the applicant should contact the HR ADA Coordinator in the event the reasonable accommodations are not effective or if the applicant needs different or additional accommodations.

If the HR ADA Coordinator determines that the applicant does not have a disability as defined by the ADA, the HR ADA Coordinator will inform the applicant of that determination and refer the applicant to any other appropriate services.