

## **Procedures for Applicant Religious Accommodations**

### **Applicant Responsibility:**

#### **Step 1. Initiating a Request**

The applicant is responsible for requesting an accommodation that will allow them to apply and/or compete for a job. The request should be made to the HR Religious Accommodations Coordinator by completing the Applicant Religious Accommodation Request Form.

#### **Step 2. Routing of the Request**

The HR Religious Accommodations Coordinator will route the accommodation request to the appropriate HR Partner assigned to the hiring department, or an assigned designee, in a timely manner.

### **HR Partner Responsibility:**

#### **Step 1. Review the request**

The HR Partner, or appropriate designee, will review the accommodation request in a timely manner.

#### **Step 2. Engage in an interactive dialogue**

The applicant must engage in an interactive dialogue with the HR Partner, or assigned designee, about the specific impact on their ability to apply and/or compete for a job.

#### **Step 3. Determine if the request may be accommodated**

The HR Partner, or assigned designee, will review the request and determine if the applicant's request for religious accommodation is potentially feasible.

If **YES**: The HR Partner will consult with the applicant and the recruiter and/or hiring manager, as necessary, to gather any additional information necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective. The HR Partner then notifies the applicant and the recruiter and/or hiring manager of any recommended religious accommodations.

If **NO**: The HR Partner informs the applicant that it has been determined that the University is unable to accommodate their request and specifies the reason for the determination.

**Step 4: Documentation**

The HR Partner will communicate the outcome, along with any accommodations made, and/or reason for denial to the HR Religious Accommodations Coordinator for documentation purposes.