ADA Compliance Office   March 2018

ADA Compliance: 303-492-9725
adacoordinator@colorado.edu

A checklist for making an interview candidate's experience both welcoming and accessible:

The University of Colorado Boulder (CU Boulder) is committed to providing equal access to individuals with disabilities. In an effort to ensure that interview candidates with disabilities do not face barriers with regard to inaccessible design of facilities and software, curriculum, and/or web pages existing on campus, the Americans with Disabilities Act (ADA) Compliance office recommends the use of Universal Design. Universal Design principles incorporated into the interview process ensure equal access regarding accessibility considerations.

In assessing these principals of Universal Design, consider an applicant may have a learning disability or visual, speech, hearing, and mobility impairments. As such, rather than designing your department's interview process for those currently in your department, consider designing it for people with a broad range of characteristics and disabilities. In constructing your on-sight interview process, ensure everyone is able to:

1.   Get into the facilities, as well as maneuver within them;
2.   Make use of equipment and software provided; and
3.   Utilize resources and materials provided to them.

In the event an interview accommodation request is made, respond in a timely manner. Generally, providing at least an initial contact within one to two business days would be considered timely, depending on the interview turnaround time. While ADA Compliance will help implement and secure the accommodation, this process is a shared responsibility on campus. The request should be relayed to ADA Compliance with the all of the necessary information (date, time, nature of interview, etc.) from the department.

The below checklist suggestions are intended to assist departments in ensuring the interview process is accessible for all candidates.

ACCESS CONCERNS

- ☐ Check that parking areas, pathways, and entrances to departmental buildings used in the interview process are wheelchair-accessible.
- ☐ Check that application forms are accessible.
- ☐ Offer applicants information on wheelchair-accessible routes of travel.
- ☐ To the extent that the applicant will be navigating different rooms within a building, confirm that there are high-contrast, large-print directional signs to and throughout the facility. Confirm braille signage is available in appropriate rooms.
- ☐ Within the building, check that aisles are kept wide and clear of obstructions.
- ☐ Confirm that adequate light is available in rooms where interviews are occurring.
- ☐ Confirm that your department is conducting interviews in buildings that have wheelchair-accessible restrooms with well-marked signs.

PLAN FOR ACCOMODATION

☐ Do pictures in departmental publications and on websites include people with diverse characteristics that accurately reflects the employee and student body?

☐ Does the department include a statement about its commitment to universal access and procedures for requesting disability-related accommodations in publications?
Suggestion for statement:
  o The University of Colorado Boulder is committed to providing equal access to individuals with disabilities. If you are an interview candidate and require accommodations, please contact (**your department/contact here**) no later than three days before your interview. We will make all reasonable efforts to fulfill requests submitted after the deadline.
  o In the event a department does not have a dedicated contact, you may use adacoordinator@colorado.edu and we will see the request directly.

☐ Explain the interview process to applicants ahead of time so that the applicant can identify their potential need for an accommodation in the interview process. Also, inform applicants ahead of time if they will be required to take a test to demonstrate their ability to perform actual or simulated tasks, so that the applicant can make an accommodation request.
  o An applicant with a visual impairment may request assistance in completing forms, applicants who are deaf may request a sign language interpreter, and applicant with cognitive impairments may request specific instructions on portions of the interview process in advance.

TRAIN STAFF

☐ Ensure staff members know how to respond to requests for disability-related interview accommodations.

☐ Are administrators, hiring authorities and search committees trained on how to properly assess candidates who might complete the application, interview, and/or assessments in alternative formats or using different means (i.e. Do you have multiple ways of assessing a candidates experience and skills)?
  o Concentrate on the job qualifications, and not the disability.
  o Treat the individual with the same respect you would afford other candidates.
  o Hold individuals with disabilities to the same standards as all applicants.
  o Ask only job-related questions that are relevant to the functions of the job for which the applicant is applying.
  o Adhere to the same disability etiquette standards as used in other interactions with people with disabilities.
    ▪ Do not ask questions about a disability (what treatment do you need, what happened to you).
    ▪ Do not ask about the amount or type of leave the applicant may take to get treatment for a condition.
    ▪ Do not proactively ask whether the applicant will need an accommodation to perform the job.

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- ☐ **Ensure that your department is aware, both within the application and interviewing process, that the ADA prohibits asking disability-related questions before a job offer is made.**
  - o **Do not conduct an employment test unless all employees in the same job category need to take one.**
  - o **Do not request a medical examination prior to making a job offer.**

CONFIRM RESOURCES ARE ACCESSIBLE
- ☐ Ensure the departmental website has utilized accessible web design.
- ☐ Are printed publications available in an accessible format on the department's website and also available (immediately or in a timely manner) in alternate formats such as Braille, large print, and electronic text?
- ☐ To the extent your interview involves the use of software by the candidate, confirm with OIT how to make the software accessible.
- ☐ Do video materials provided to applicants have captions? Audio descriptions?
  - o Suggestion if not:
    - ▪ The University of Colorado Boulder is committed to providing equal access to individuals with disabilities. If you require captioning to view our video content, please contact (the contact you've identified). We will make all reasonable efforts to provide a captioned video within 24 hours of your request.
- ☐ Is there an adjustable-height table available for use by an applicant?
- ☐ Is there screen enlargement software available for users with low vision? Is a large monitor available so that a larger amount of screen can be viewed while magnified?
- ☐ Consider providing testing materials in alternative formats or making other adjustments to tests as an accommodation because the format and manner in which a test is given may pose problems for persons with impaired sensory, speaking, or manual skills, as well as for those with certain learning disabilities.

For consultation, guidance and training on any of the strategies listed in this resource, contact the Office of ADA Compliance: T: 303-492-9725 E: adacoordinator@colorado.edu