

## KNOW YOUR RIGHTS

Title I of the Americans with Disabilities Act of 1990 prohibits employers from discriminating against a qualified applicant or employee with a disability.

## ACCOMMODATIONS

All applicants must be able to perform the essential functions of the job with or without "reasonable accommodation."

An employer cannot refuse to consider you because you require a reasonable accommodation to compete for or perform a job.

## EXAMPLES

Reasonable accommodations in the hiring process may include:

- Interview questions in advance
- Written materials in large print, braille, or audiotape
- A sign language interpreter
- An alternate interview location
- Additional time for written tests

## ACCOMMODATIONS IN THE HIRING PROCESS

## WHAT ABOUT COST?

If an employer cannot provide a requested accommodation because it causes "undue hardship" (significant difficulty or expense), the employer is still required to provide another accommodation that does not.

## WHEN TO ASK?

It's best to let an employer know as soon as you realize you need a reasonable accommodation for an aspect of the hiring process.

## MORE INFO

From the Job Assistance Network on disclosing a disability:

<https://askjan.org/topics/Disability-Disclosure.cfm>

From the U.S. Equal Employment Opportunity Commission on accommodations in hiring:  
<https://www.eeoc.gov/laws/guidance/job-applicants-and-ada>