

INTERVIEWING PEOPLE WITH DISABILITIES

The interview Process

Access to the Interview Site

- Give directions and/or offer assistance
- Give location of accessible parking and entrances

Disability Etiquette

- When greeting an applicant with a disability, extend the same courtesies as you do with anyone else
- Be ready to shake hands, even with a person who is blind or uses a hook
- Offer assistance, but do not be offended if it is rejected
- Give the applicant your full attention and maintain eye contact
- Do not be concerned about your use of certain words (“Let’s run and get a cup of coffee” to someone in a wheelchair; “I see the point.” to a blind person.)
- Concentrate on the abilities, not on disabilities
- Sit near the person
- Relax

Know the essential functions of the job

- Use essential functions of the job as guidelines to ask questions about the applicant’s abilities to do the job
- Discuss alternative ways a job could be performed if the person indicates they cannot perform a particular task
- Give the person an opportunity to suggest a reasonable accommodation
- Judge the applicant on the basis of experience, education and skills
- Assess whether the applicant can perform the essential functions with or without reasonable accommodation
- Do not ask questions about the person’s disability
- If you give a test, it must be job related
- Discuss and evaluate the work site with the applicant

What does an individual with a disability expect form the interview process?

- An opportunity to show or tell what they can do
- An evaluation of abilities based on facts, not assumptions
- Control of his or her space - an opportunity to be independent