

Applicant Accommodation Mindfulness

ADA/FEHA DISABILITY – REASONABLE ACCOMMODATION – INTERACTIVE PROCESS

Sacramento State provides reasonable accommodations for employees, including applicants for employment, with sensory, mental or physical disabilities. A reasonable accommodation is an accommodation that enables (1) applicants to apply for vacant positions or employees to perform the essential functions of their position, (2) is medically necessary, (3) and does not create an undue hardship.

Medical records are confidential and maintained in the Benefits Office, not in departmental files.

To request an accommodation, or if you have questions regarding the accommodation process (including requests for accommodation related materials in an alternative format, interpreters, etc.), please contact the [Benefits Office](#) by e-mail at benefits@csus.edu, by telephone at (916) 278-6213 or by fax at (916) 278-7331.

I. Instructions for Person Inviting Candidates for Interviews.

The paragraph below must be included if a letter is used as part of the interview scheduling process. If all interview arrangements are made by telephone, this information must be given as part of the telephone conversation.

“It is the policy of CSU, Sacramento to provide reasonable accommodations for persons with disabilities who are employees or applicants for employment. If you need accommodations for your interview, please contact the [Benefits Office](#) by e-mail at benefits@csus.edu, by telephone at (916) 278-6213 or by fax at (916) 278-7331.”

- Disabled candidates may require accommodations in the interview process (e.g. a physically accessible interview room to accommodate an applicant using a wheelchair, an interpreter for a hearing-impaired candidate, etc.).
- **Inform candidates who require accommodations they must initiate requests for accommodations.** The Benefits Office may be reached by e-mail at benefits@csus.edu, by telephone at (916) 278-6213, and can provide assistance with arranging accommodations.

Provide the candidate with the information he/she will need to give to the Benefits Office at the time a request is made:

- **The candidate will share with the Benefits Office, he/she has been contacted for an on-campus/video(skype, zoom) interview for (Position), with (Office), and reporting to (Hiring Manager).**
- **Note to the candidate, it is their responsibility to contact the Benefits Office to request an accommodation. The candidate is not required to disclose to the interview requestor the medical basis for the accommodation request. If additional information is needed to respond to the candidate’s request, the University may request the candidate to ask their health care provider to confirm their disability and/or the need for the requested accommodation.**

II. During the Interview

- **Applicants may not be asked questions that are likely to elicit information about or that are closely related to a disability, including whether an applicant has a particular disability. When asking applicants whether they can perform any or all job functions, you should include in the question “with or without accommodations”.**
- Applicants may not be asked whether they will need a reasonable accommodation to perform the functions of the job, but may be asked to describe or demonstrate how they would perform the job normally, as long as **all** applicants are asked to do this. (See below). These are examples of questions that can be asked:

“This position requires the incumbent to act as a receptionist, answering questions from students on the phone and in person. How would you handle this?”

“You will be required to stock the lab. How would you handle that type of assignment?”

III. Offer of employment

- Qualified applicants cannot be denied employment solely on the basis of a need to provide a reasonable accommodation. However, if an applicant who receives a tentative job offer cannot reasonably be accommodated, the offer may be rescinded.
- Applicants who have received job offers can make accommodation requests through the Benefits Office by e-mail at benefits@csus.edu, by telephone at **(916) 278-6213** or by fax at **(916) 278-7331**.