

Interviewing Do's

Below are some easy to remember interviewing "do's" that apply to job applicants (as well as applicants for programs and services):

1. Do ask direct questions about the applicant's ability to perform the essential functions of the job.
2. Do give more information about the nature of the work than you might in a routine job interview situation (such as mental, physical and safety requirements). Provided similar additional information to applications for programs and services. If there is more information that will help an individual with a disability make an informed decision, provide it.
3. Do make sure that the physical set up for the interview/meeting is appropriate.
4. Do give clear, non-patronizing reasons when a "no" situation occurs. Be certain that all avenues to provide reasonable accommodation and auxiliary aids and services have been explored.
5. When arranging for an interview/meeting with an applicant/employee/customer whom you know has a disability or has volunteered information as to a disability, ask if he/she desires accommodation (for job applicants/employees) or auxiliary aids (for customers), and make sure they are provided if requested.