

## Preparing for an Employee with a Disability

You should be prepared to recruit and hire people with disabilities.

Keep the following things in mind before and during your interview with a disabled person:

- Your office should be accessible to individuals with disabilities. Be prepared to make reasonable accommodations to ensure this.
- When you set up interviews with potential candidates, explain the process of hiring and ask candidates if they need accommodations. You should follow this process with all candidates, whether or not they appear disabled.
- Disability-related questions and medical examination questions are generally forbidden during a job interview. However, you can ask job-specific questions, such as asking an individual to describe how he or she would complete a specific task.

After you hire an individual with disabilities, take time to consider whether or not you need to make accommodations for his or her disability. If accommodations are necessary, think about and how you will accomplish them. Your goal should be to have the accommodations in place when the individual starts work. To achieve this, consider the following steps to help you plan your approach:

1. Talk to the person with the disability and, based on his / her job description, find out what accommodations he or she believes may be needed.
2. Speak with the person's future co-workers to get a good understanding of the details of performing the job.
3. Contact organizations and agencies that can give you advice and information on how to implement the accommodations. Three major such resources are the Job Accommodation Network, the Inclusion Network and the U of M Council for Disability Concerns. They will help you identify national and local resources to which you can turn.
4. Educate yourself and your staff about how to work with people with disabilities. You can use the curriculum entitled *Succeeding Together: People with Disabilities in the Workplace*.

For further reading and contact:

- MWorks, UMHS Disability Management (<http://www.med.umich.edu/mworks>)
- *Succeeding Together: People with Disabilities in the Workplace* (<http://www.csun.edu/~sp20558/dis/emcontents.html>)
- Job Accommodation Network (<http://www.jan.wvu.edu/>)
- The Inclusion Network (<http://www.inclusion.org/>)
- U of M Council for Disability Concerns (<http://www.umich.edu/%7Ehrraa/ability/index.htm>)
- Office of Disability Employment Policy (<http://www.aboutdisabilityissues.net/index.htm>)