

REASONABLE ACCOMMODATION PROFILE

Human Resources Department

For this exercise, your group will evaluate the potential needs of persons with disabilities as they relate to the human resources department.

Reasonable accommodation in the application and interview process is as important as accommodation on the job itself.

Some things that the human resources department may wish to consider are whether:

- Notices of job openings are accessible to all applicants
- Assistance in completing applications is available upon request
- Facilities where interviews are conducted are accessible
- Disability awareness and etiquette training is provided for interviewers
- There are policies and procedures for applicants to request accommodation during the interview
- There are accommodations in skills testing for determining qualifications

For each of the persons with disabilities, you will be asked to respond to the following:

- What barriers or needs might this person have in relation to your department?
- What are some possible solutions your group can develop to resolve some of the identified barriers or needs?

REASONABLE ACCOMMODATION PROFILE

Facilities Department

For this exercise, your group will evaluate the potential needs of persons with disabilities as they relate to the facilities department. Employment depends on overall accessibility. Such accessibility is one of the most important aspects of reasonable accommodation. Some things that the facilities department may wish to consider are:

- Overall physical accessibility of the facility
- Parking
- Elevators
- Signage
- Public telecommunications (e.g., telephones, kiosks)
- Public safety (e.g., alarms, emergency exits)

For each of the persons with disabilities, you will be asked to respond to the following:

- What barriers or needs might this person have in relation to your department?
- What are some possible solutions your group can develop to resolve some of the identified barriers or needs?

REASONABLE ACCOMMODATION PROFILE

Training Department

For this exercise, your group will evaluate the potential needs of persons with disabilities as they relate to the training department. Reasonable accommodation in training is essential in order to allow employees with disabilities to progress and to develop to their full potential.

Some things that the training department may wish to consider are:

- Accessibility of training facilities
- Accommodation of differing learning styles
- Accommodation of training materials
- Accessibility of pre- and post-training testing
- Flexibility in travel needs
- Requirements for training contractors
- Relationships with schools and other training providers
- Provision of interpreters and readers

For each of the persons with disabilities, you will be asked to respond to the following:

- What barriers or needs might this person have in relation to your department?
- What are some possible solutions your group can develop to resolve some of the identified barriers or needs?

REASONABLE ACCOMMODATION PROFILE

Production Department

For this exercise, your group will evaluate the potential needs of persons with disabilities as they relate to the production department. Consider your role as that of a supervisor. While we are giving you no specific jobs or duties, you should consider general categories common to employment. Reasonable accommodation in the job itself presents the greatest challenge to employer creativity and acceptance of persons with disabilities in the workplace.

Some things that the production department may wish to consider are:

- Adaptation of tools and equipment
- Flexibility of work schedule
- Accessibility of telecommunications (e.g., telephones, pagers)
- Provision of interpreters and readers
- Adjustment of duties
- Accommodation in supervisory style
- Training of coworkers

For each of the persons with disabilities, you will be asked to respond to the following:

- What barriers or needs might this person have in relation to your department?
- What are some possible solutions your group can develop to resolve some of the identified barriers or needs?