**ADA JOB INTERVIEW CHECKLIST FOR SUPERVISORS**

**Please Do...**

Ask if the person fully understands the job. Describe the job site (location, physical surrounding, etc.). Say whether the job involves holdover or recall and under what circumstances. Use the official job description, Standard Operating Procedures (SOPs) and/or other current and accurate job-related documents as a common basis for the discussion. Stick to the facts.

Ask if the person can perform all job functions (*With or Without Accommodation*). If not, is the person unable to do an "essential function" or a nonessential one? If the person believes there may be problems related to a disability, rely on his/her personal experience and ask if there is another way to accomplish the function or the job. Would special equipment help? What about changing the physical location of the desk or workbench?

Cover the things you want done on the job. Focus on the end product, not simply the way it is done now or has been done in the past. Discuss the quality, quantity and timeliness of work that you will expect.

Suggest a tour of the work site if that would be helpful. Be aware of common areas that the person may be interested in but may feel awkward asking about, such as the lunchroom and the restroom.

State clearly your requirements for regular and reliable attendance.

Document the interview with enough details to be able to explain what happened and who said what to whom and then call the HR department for advice and assistance.

**Do Not...**

Ask the person if he/she has a disability that will prevent him/her from performing the job.

Discuss the existence, nature or severity of a person's physical or mental impairment even when characteristics such as missing limbs are apparent.

Ask about a person's health (mental or physical) or that of a family member, or if he/she will need to take leave for personal treatment or the health care of someone in the family.

Discuss the progress of an illness even if the person volunteers information about a medical condition, its remission or treatment.

Ask if a person has had a drug or alcohol problem.

Ask about a person's workers' compensation history.

Commit to a reasonable accommodation on the spot. (First, it must be discussed with the HR department and coordinated with legal staff and others; then, it is approved by the organization.)
Discuss irrelevant things, e.g., the person’s age, dependents and other personal matters. Instead, talk about the job only and the person’s qualifications for that specific job.

If a subject is job-related, it may be discussed after a conditional job offer has been made. This note refers to all sorts of employment situations and issues; for example, leave request and approval.