



ABILITY-STATUS ACCOMMODATIONS DURING THE INTERVIEW PROCESS

When scheduling the interview, provide every applicant with information they will need during the campus visit (e.g. disability accommodations, maps to the interview location, etc.). It is important to provide this information to all applicants because it is unlawful to ask applicants to disclose a disability.

Give each applicant the name and contact information of a campus host in case they need anything else for the interview, or in case they need to contact you in advance.

If an applicant raises the issue of needing accommodations, confirm that it is the University's policy to provide reasonable accommodations to applicants and employees, and to let you know if they need an accommodation related to the hiring process. If they are the successful applicant, you will discuss their accommodation need before they start work.

If an applicant requests a disability accommodation for the campus visit you don't know how to provide, contact the Access and Equity staff in the **Office of Equal Opportunity Programs**.

INFORMATION APPLICANTS MAY BE INTERESTED IN

- Campus maps
- Building accessibility information
- Parking, public transportation, and/or other local transportation options
- Restroom facility information
- Campus visit schedule
- Names of people they will be meeting with
- Dining options/menus to prepare in advance
- Contact information for department liaison/campus host

SAMPLE PRE-INTERVIEW ACCOMMODATIONS INFORMATION

Dear [NAME],

It is our pleasure to welcome you to the University of Chicago for your upcoming job talk and interview for the Assistant Professorship in our department.

Your visit schedule is attached. Where possible, we have built in breaks to allow you to prepare for upcoming meetings and presentations.

During your visit, you will meet with students, faculty, and staff in [CAMPUS BUILDING NAMES]. For more information about these buildings and their accessibility features, visit the Campus Maps webpage (link: <https://maps.uchicago.edu>).

Please note that, while the routes between these buildings are generally useable by most people, the main quad has paths that may have uneven cobblestone in places.

Shuttles and taxis will be available to collect you from your hotel. For other information about navigating while in Hyde Park, visit the University's 'Getting Around' page (link: <https://safety-security.uchicago.edu/services/parking/>).

On Thursday evening, we will celebrate your visit with a dinner at [LOCATION NAME AND LINK TO RESTAURANT WEBSITE]. This restaurant has vegetarian, vegan, and gluten-free options available. If there are other food restrictions we should be aware of, please let us know so we can take those into account.

With other questions or considerations in advance of your trip, feel free to contact [CAMPUS HOST NAME]. [HOST] will be your liaison throughout this experience, and can help address any other requests that might make your visit go more smoothly.

Best,

[YOUR NAME]