

Translating Common Academic Accommodations to the Interview

Academic Accommodation	Interview Accommodation #1	Interview Accommodation #2	Interview Accommodation #3
Time Management E.g. extra time on tests, flexibility with assignments	Provide a clock for the interviewee to keep time (if in-person).	Provide an estimate of how long a response to each question should take (i.e. 3-4 mins per question).	Provide extra time for the interview. Do not schedule interviews tightly back to back.
Assistance with Prioritization/Breaking Up Tasks and Working Memory	Provide the interview questions in advance (even just 30-60 mins ahead of time) as well as in the chat if virtual, or on paper if in-person. This supports working memory.	Avoid large, multi-part questions. When necessary, chunk them into bullets or parts (i.e. a, b, c).	Allow candidates to take notes during the interview.
Accessible Room(s) and Virtual Spaces	Clearly mark accessible entrances and exits and give information about accessible parking and elevators ahead of the interview.	Keep pathways clear from obstructions within the interview space and on route to it.	Avoid bright lights behind you on-screen, as well as abrupt noises that might be distressing to sensory sensitivities. This is applicable both in-person and virtually.