

DEVELOPING AN ACCOMODATION PLAN

If your disability affects your ability to perform in the workplace, or if you need an accommodation during the hiring process, do everything you can to familiarize yourself with the kind of accommodations that you need to be as productive as possible on the job. You may have accommodation needs that are similar to those of other people with your disability but, keep in mind your own unique set of circumstances and personal preferences. Select accommodations that are both effective and cost-effective.

Consider developing a formal accommodation “plan”. In developing this plan, thoroughly research all the accommodation solutions available to perform work-related tasks that you might encounter. Where these solutions are items or tools, arrange to test various brands or models-both to be familiar with the range of options available you, and to learn which ones best meet your personal needs. Accommodation should be requested in writing so you can develop a written dialogue.

Explore the online resources of the Job Accommodation Network and place a toll-free call to one of their trained Job Accommodation Consultants (1-800-526-7234). Access the Job Accommodation Network on-line at <http://www.jan.wvu.edu/media/fact.html>. The Job Accommodation Network is a great resource for information on accommodations specific to various disabilities. Click on the button at the bottom of this page to see a sample of the types of information you’re likely to find.

There are national associations that focus on most types of disabilities. A good place to start is <http://www.DisabilityResources.org> You can also contact your local job center or Midstate Independent Living Consultants for assistance.

Click on the button below to download a sample form for requesting reasonable accommodations from an employer.

View Examples of Reasonable
Accommodations

Download Request for
Reasonable Accommodation
Form