

Reasonable Accommodations Requests – Process Flowchart

Process

Input

Application Form and Profile

1

- Candidate indicates on application that reasonable accommodations may be required
- This is recorded on STAR on the candidate application and candidate profile

Output

STAR Updated

STAR Analysis Report

2

- Recruitment Unit runs analysis report
- Recruitment Unit checks if the candidate has previously received reasonable accommodations
- If the candidate has previously received reasonable accommodations and there is no significant change, unit informs the candidate by letter

Letter to Candidate

Response from Candidate

3

- If this is the first request for reasonable accommodations, the Recruitment Unit requests a medical/psychologist's report from the candidate
- Occupational Psychologist reviews the report and if appropriate, allocates reasonable accommodations and the Recruitment Unit informs the candidate by letter

Letter to Candidate

Insufficient Information

4

- If none or some but not all of the accommodations are allocated, the Recruitment Unit informs the candidate by letter
- If the medical/psychological report does not contain sufficient information to determine reasonable accommodations, the Recruitment Unit writes to the candidate to request further information

Letter to Candidate

Review Panel Process

5

- Where the Occupational Psychologist considers the case is complex or the records are unclear or the position is otherwise uncertain, a Review Panel is convened and considers the case as put forward by the Occupational Psychologist.
- Candidate is informed of the outcome by letter

Letter to Candidate