The Job Accommodation Process

Step 1: Define the Situation

Step 2: Perform Needs Assessment

- Is it necessary to modify the job?

Yes → Revise Job Description
Restructure Job Duties
Modify Work Schedule
Modify Work Location

No ↓

- Is it necessary to modify a policy?

Yes → Formalize Policy Changes
Notify Employees
Enforce Policy

No ↓

- Is it necessary to modify the facility?

Yes → Meet/Exceed Applicable Accessibility Guidelines
Arrange Contracts
Purchase/Install/Remodel

No ↓

- Is it necessary to use a product or piece of equipment?

Yes → Consult with Resources - JAN
Technology/Work-Site Assessment
Use Existing or Purchase New Equipment
Provide Training if Applicable

No ↓

- Is it necessary to modify or design a product?

Yes → Consult with Resources:
- Rehabilitation Engineer
- IT Professional
- Product Manufacturer

Integrate Product or Equipment

No ↓

- Is it necessary to obtain a service?

Yes → Contract for Service:
- Interpreter
- Reader
- Captionist

No ↓

Step 3: Explore Alternative Placement Options

- Is reassignment a possibility?

Yes → Equivalent Position
Non-Equivalent Position

No ↓

Step 4: Redefine the Situation

Step 5: Monitor Accommodations