



ACCESSIBILITY
CONFIDENT EMPLOYERS
(ACE)

Asking for Interview Accommodations: A Tip Sheet for Job Seekers with Disabilities

Why interview accommodations matter

An interview should give you a fair chance to show your skills, experience, strengths, and interest in the role. Sometimes, the usual interview process can create barriers for people who are Deaf, Neurodivergent, and/or have a disability.

An interview accommodation is a change to the interview process that helps remove a barrier. It does not change the job requirements or give you an unfair advantage. It helps make the interview accessible so the employer can assess your skills fairly.

Employers have a duty to accommodate disability-related needs unless doing so would cause undue hardship. In Nova Scotia, accommodation means adjusting a rule, practice, condition, or requirement to consider a person's specific needs under the Human Rights Act.

What an interview accommodation can include

Interview accommodations may include:

- captions for a virtual interview
- a sign language interpreter
- interview questions in advance
- extra time to respond
- a quiet or low-sensory interview space
- a virtual interview option
- an accessible interview location
- step-free access, accessible parking, or an accessible washroom

- breaks during a longer interview
- plain language instructions
- written instructions or follow-up information
- permission to use notes, communication tools, or assistive technology
- flexibility with the interview format
- support with an online application, test, or assessment

You do not need to know the “perfect” accommodation. Start by thinking about the barrier, then what would help reduce or remove it.

Thinking about what you need

Before you ask for an accommodation, think about the interview format and what will help you participate fully.

Ask yourself:

- Is the interview in person, online, by phone, or in a group?
- Will there be a written test, timed activity, presentation, or role play?
- Do I need information in advance to prepare?
- Do I need communication support?
- Do I need extra processing time?
- Do I need a quiet or low-distraction space?
- Do I need physical access information?
- Do I need instructions in writing?
- Would another format help me show my skills more clearly?

Try to make your request specific and practical. You do not need to share your diagnosis or detailed medical information. You can focus on what you need to participate.

When to ask

It is usually helpful to ask as soon as you know you need an accommodation. This gives the employer time to arrange support, change a location, adjust an assessment, or confirm technology.

You might request an accommodation:

- when you apply
- after you are invited to an interview
- when you receive the interview details
- when you learn more about the interview format

Ask for what you need for that stage of the process. You do not need to explain every possible future workplace need during the interview stage.

How to ask

Your request can be short and clear. A strong request usually includes:

1. A thank-you for the interview invitation
2. The accommodation you are requesting
3. A brief explanation of how it supports your participation
4. A request for confirmation

Example:

“Thank you for inviting me to interview. I’m looking forward to speaking with you. To participate fully, I would like to request captions for the virtual interview. Could you please confirm whether captions will be enabled?”

Sample language

General accommodation request

“Thank you for inviting me to interview for this role. I’m looking forward to speaking with you. To participate fully in the interview, I would like to request [specific accommodation]. Please let me know if you need any additional information.”

Requesting questions in advance

“Thank you for the interview invitation. I would like to request the interview questions in advance as an accommodation. This helps me process information and communicate my experience clearly.”

Requesting captions

“Thank you for the invitation. For accessibility, could captions please be enabled for the virtual interview?”

Requesting a sign language interpreter

“Thank you for inviting me to interview. I require a sign language interpreter to participate fully. Could you please confirm whether an interpreter will be arranged?”

Requesting step-free access

“Before the interview, could you please confirm whether the interview location has step-free access, accessible parking, and an accessible washroom?”

Requesting extra time

“Thank you for the interview details. I would like to request extra time for the written assessment as an accommodation. This will help me complete the assessment in a way that accurately reflects my skills.”

Requesting written instructions

“Could you please provide the interview instructions and location details in writing? Written information helps me prepare and participate fully.”

If you are not sure what to ask for

Sometimes you may need more information before you know what accommodation to request. You can ask about the interview process first.

Example:

“Thank you for the interview invitation. Could you please share more information about the interview format, length, and whether there will be any written, timed, or group activities? This will help me identify whether I need any accommodations.”

You can also ask:

“Will the interview include a test, presentation, role play, or timed activity?”
Once you understand the format, you can decide what you need.

What you do and do not need to share

You may need to explain that your request is related to an accessibility need, but you usually do not need to share your diagnosis or personal medical history.

You can say:

- “This accommodation helps remove a barrier in the interview process.”
- “This helps me participate fully and communicate my experience clearly.”
- “This supports how I process and respond to information.”
- “I do not need to share detailed medical information for this request, but I can confirm that it is an accessibility-related accommodation.”

The goal is to give the employer enough information to respond to the request, while protecting your privacy.

Green flags and red flags

How an employer responds to an accommodation request can tell you something about the workplace.

Green flags may include:

- they respond respectfully
- they confirm the accommodation clearly
- they ask practical questions without prying
- they provide information in writing
- they offer alternatives if something needs to be adjusted
- they treat accessibility as a normal part of hiring

Red flags may include:

- they ignore the request
- they seem annoyed or dismissive
- they ask for unnecessary medical details
- they make assumptions about your ability
- they say the accommodation is unfair to others
- they pressure you to disclose more than you want to

A red flag does not always mean you should leave the process, but it can help you decide what follow-up questions to ask and whether the employer feels like a supportive place to work.

Quick interview accommodation checklist

Before the interview:

- I reviewed the interview format.
- I thought about possible barriers.
- I identified what would help me participate fully.
- I decided what I am comfortable sharing.
- I made my request as early as possible.
- I kept the request clear and specific.
- I asked for confirmation in writing.
- I saved a copy of my request.
- I followed up if I did not receive a response.

Learn more

[The ACE Project](#)

Free accessibility training, tools, and resources to support more accessible, inclusive employment practices.

[Nova Scotia Human Rights Commission: Duty to Accommodate](#)

Explains accommodation under Nova Scotia's Human Rights Act, including how rules, practices, conditions, or requirements may need to be adjusted to meet individual needs.

[New Brunswick Human Rights Commission: Requesting Accommodations in the Workplace](#)

A plain language guide for employees and employers about accommodation conversations and the duty to accommodate under human rights law.

[Newfoundland and Labrador Human Rights Commission: Understanding the Duty to Accommodate](#)

A practical workplace guide explaining the duty to accommodate under Newfoundland and Labrador's Human Rights Act.

[Canadian Human Rights Commission: Duty to Accommodate](#)

Explains the duty of employers and service providers to adjust rules, policies, or practices so people can participate fully.