



## **Onboarding Reasonable Accommodation Request Form for New Employees**

**Name:**  
**Job Title:**

**Employee ID#:**  
**Department:**

### **A. Questions to clarify accommodation requested.**

What specific accommodation are you requesting?

- Access to website and online forms
- Print materials in accessible format including providing media in alternative format as needed (large print, Braille, text file, etc.)
- Accessible parking and building access (keyless entry, security issues, restrooms, break rooms, exercise facilities, etc.)
- Use of service animal in the workplace
- Computer and communication technology access (alternative input devices, screen reading software, screen magnification, telephone amplification, smart phone or tablet apps, etc.)
- Workplace modifications (furniture, lighting, space, noise abatement, etc.)
- Services or work related assistance (sign language interpreters, readers, note takers, etc.)
- Emergency evacuation and shelter in place plan needs
- Other: \_\_\_\_\_
- Not sure what accommodation is needed

If unsure what accommodation is needed, please explain.

### **B. Questions to document the reason for the accommodation.**

What, if any, job function do you expect to have difficulty performing?

What, if any, employment benefit do you expect to have difficulty assessing?

What limitation do you anticipate interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation?      Yes      No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

**C. Other.**

Please provide any additional information that might be useful in processing your accommodation request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to:

**The University of Southern Mississippi  
Office of Affirmative Action & Equal Employment Opportunity  
McLemore Hall (MCL) 310  
118 College Dr. #5168  
Hattiesburg, MS 39406  
Phone: 601.266.6618  
Fax: 601.266.4541  
[www.affirmativeaction@usm.edu](http://www.affirmativeaction@usm.edu)**