

## **YOYO Interviewer Quick Guide – Accommodation Items**

This guide is for use during interviews. It is okay to help students understand questions.

### **General Guidelines**

- Speak naturally, like a conversation.
- Give the student time to think and answer.
- Keep your tone neutral and supportive.
- Do not pressure the student to answer.
- It is okay to explain or give examples if a student is confused.

### **Answer Choices – How to Handle Them**

- Ask the question as written first.
- Do not read answer choices right away.
- If the student is unsure, explain the question in simple words.
- If needed, you may give examples or read answer choices.
- It is okay if examples are given before a final answer is chosen.
- After the student understands, select the option that best fits what they meant.

### **Question 11**

Did you tell your employer about your disability?

- Yes
- No
- I'm not sure

Reminder: The answer is "No" if someone else told the employer for them, they assumed their disability was obvious, or they do not believe they have a disability.

### **Question 12 (Only if Question 11 = "No")**

What is the reason you did not tell them? (Check all that apply)

- I didn't think I needed accommodations
- I didn't know how to tell them
- I was worried it would affect my job
- Other (please specify)

You may match the student's words to the closest option. If "Other" is selected, record their response in their own words.

### **Question 14**

Do you receive any supports or accommodations at your job?

- Yes
- No
- I'm not sure

Supports or accommodations are things that make your job easier or more accessible—like changes, tools, or help from people. If the student is unsure, you may refer to examples in Question 14, then return and answer Question 13. If the student answers “No” you may still refer to the examples in Question 14 to help job their memory.

### **Question 15 (Only if Question 14 = "Yes")**

What supports or accommodations do you receive? (Check all that apply)

- Flexible work schedule (for example: different start times, breaks, remote or hybrid work)
- Changes to job tasks (for example: help with heavy lifting or tasks that better fit abilities)
- Assistive technology (for example: screen reader, speech-to-text, special keyboard)
- Physical supports or equipment (for example: raised desk, supportive chair, lighting changes)
- Help from someone outside the workplace (for example: job coach, supported employment provider)
- Help from someone at work (for example: supervisor help, extra training, step-by-step instructions)
- Other help (please specify)

### **Question 17**

How did you get these supports or accommodations? (Check all that apply)

- I asked for them / I advocated for them
- Employer offered them to everyone
- Employer offered them to me directly
- Teacher or school program taught me about them
- My family helped me
- Supported employment provider helped me
- Other (please specify)

You may ask neutral follow-up questions or read options if needed.

### **Final Reminder**

Your role is to support understanding, not to test or judge. Helping a student understand a question is not leading.