

# Americans with Disabilities Act (ADA) Self-Audit Checklist

The following checklist is intended as a general guideline for monitoring your employment policies and practices in an effort to minimize the company's exposure to violations of federal anti-discrimination laws or claims of discrimination by employees or applicants. State or local laws may impose additional requirements on employers. This checklist is not intended to be legal advice. If legal advice or other expert opinion is required you should consult with legal counsel regarding specific facts and circumstances.

		YES	NO
1.	The company knows the definition of "disability" under federal and state law.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The company maintains accurate and up-to-date job descriptions that list the essential functions of the job for each position within the company.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Job descriptions are reviewed and updated periodically including when a position's job duties change, when a new employee is hired, at the time of an employee's performance review, etc.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Employment applications and other forms are accessible for individuals with disabilities and free from language that violates the ADA.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Interviewing sites are accessible to individuals with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Interviewers are trained to ask the same questions to all applicants for the same position, to avoid asking discriminatory questions, and to focus on questions related to the essential functions of the job.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Pre-employment medical examinations are administered only after a conditional job offer has been made and required for all applicants within the job classification.	<input type="checkbox"/>	<input type="checkbox"/>
8.	If a job offer is revoked based on part on the information obtained from the pre-employment/post offer medical exam, there was supporting documentation that the decision was job-related and consistent with business necessity and no accommodation was available to enable the individual to perform the essential functions of the job.	<input type="checkbox"/>	<input type="checkbox"/>
9.	All records and documents relating to medical certification, re-certification, or medical histories are maintained in confidential files separate from other personnel files and disclosed only to those with a legitimate business need to know.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Post-employment medical exams are only administered when job related and consistent with the business needs.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Hiring and other employment practices and decisions by all managers and supervisor are applied consistently to all employees.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Employees requesting an accommodation for medical reasons must submit the request in writing.	<input type="checkbox"/>	<input type="checkbox"/>

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- 13. Employees requesting an accommodation must provide medical certification substantiating the need for the accommodation.
  - 14. Upon receipt of request for an accommodation the company begins an interactive process with the employee and the employee's physician to determine the specific limitations and possible accommodations that would enable the individual to perform the essential functions of the job?
  - 15. The company provides individuals with disabilities reasonable accommodations unless the accommodation causes an undue hardship on the company.
  - 16. Required notices are posted in a conspicuous location in the workplace accessible to all employees and applicants, including individuals with disabilities.