

ADA Interactive Process Worksheet
(See HR Policy 3-200 for further info)

The purpose of this form is to document interaction with the employee or applicant and track action items identified and or taken during the interactive process.

Date:

Individuals present:

Items discussed:

Action items / Assignments:

Resolution of Action items:

Job Accommodation Network input:

Accommodation(s) offered / provided:

Accommodation decision letter / email sent: Yes No Date:

Ergonomic evaluation necessary: Yes No Implemented: Yes No

If **No**, alternate solution offered / provided:

Completed by:

Print name: