California State University Northridge | EQUITY & DIVERSITY

Interactive Process Employee/Supervisor Meeting Summary

SAMPLE

Employee: _____ Employee Signature: _____

Date: _____ Supervisor Signature: _____

Employee's Limitation or Restriction	Employee's Job Function that the Limitation or Restriction Impacts	Possible Accommodation(s)	Provided Accommodation
Cannot lift over 10 pounds	Unable to carry a vacuum cleaner upstairs.	• Use Elevator • Re-assignment to downstairs level	Use Elevator

California State University Northridge | EQUITY & DIVERSITY

Interactive Process Employee/Supervisor Meeting Summary

Employee: _____ **Employee Signature:** _____

Date: _____ **Supervisor Signature:** _____

Employee's Limitation or Restriction	Employee's Job Function that the Limitation or Restriction Impacts	Possible Accommodation(s)	Provided Accommodation