

**DIVISION BUSINESS SERVICES**

1140 E. So. Campus Drive  
P.O. Box 210036  
Tucson, AZ 85721-0036  
Phone: 520-621-7195  
Fax: 520-621-8558

[compass.arizona.edu/db](http://compass.arizona.edu/db)



Agriculture, Life &  
Veterinary Sciences &  
Cooperative Extension

MEMORANDUM

Date: July 26, 2021

To: Unit Heads and Business Officers in the Division

From: Jeffrey Ratje

A handwritten signature in blue ink, appearing to read 'Jeff M. Ratje'.

RE: Accommodations during long interviews

Effective immediately, search committee chairs must ask interviewees if they require time accommodations for personal issues when creating lengthy interview agendas. The reason for a break is irrelevant and must not be questioned or judged. Short breaks during long interview agendas may be needed for dozens of personal or medical reasons, and interviewees are unlikely to ask without prompting, possibly due to the personal nature of the reason or for fear of being negatively perceived during the search process.

Empathy and sincerity are core to our foundational goal of being the most sought-after place to be a part of. Creating an interview agenda that works for both the interviewee and interviewer is a small way to walk our talk.

CC: Executive Council