Student disclosure

Disclosure is a complex decision and should be made with care. Below is what you might want to think about.

PREPARING TO DISCLOSE

- Explore your feelings about your disability how comfortable are you talking about your disability?
- Identify, by yourself or with other's help, what accommodation you may need during the hiring process or on the job.
- Weigh the benefits, risks, and timing of disclosure.
- If you decide not to disclose, make sure you can perform the essential functions of the position before accepting it.
- If you decide to disclose, plan in advance:
 - o Who will you tell the interviewer, HR representative, your supervisor, etc.?
 - What you will say

When should you disclose?

Timing is important when considering your opportunities for disclosure. Always keep your main objective in mind: You want to be hired to do a job that matches your skills and qualifications.

- If your disability will not affect your ability to do the job, you are not required to disclose.
- Consider each benefit and disadvantage carefully.
- When you disclose, encourage the employer to ask questions.
- Foster an atmosphere of trust and acceptance. By presenting your disability in a positive light and being open to the interviewer's questions you can help to accomplish this.

WHEN YOU DISCLOSE

- Disclosure Before the Interview:
 - Students can choose to disclose on their cover letters or job applications
 - Deciding to disclose at this stage can be crucial. If a job posting includes statements where they welcome students with diverse needs or the posting is in an accessible format, then you know this employer welcomes your application.
 - o If you have a visible disability, then you might want to disclose at this stage to ensure appropriate accommodation is in place prior to your arrival.

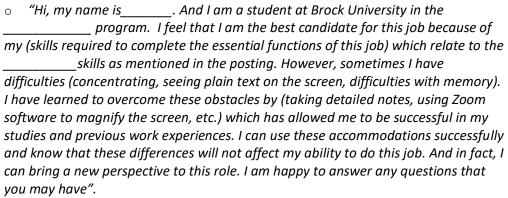
Disclosure At the Interview:

- If you do not need accommodation at the interview stage, it is recommended that, if possible, wait to disclose until you have received a job offer.
- If you choose to disclose during your interview, employers cannot ask you about your disability. They should only ask questions that pertain to how you will perform a certain function of the job

Disclosure when you are hired:

- Decide how you will disclose your disability
- Remember, try to use language that is informative. Be concise in your explanation and prepare brief answers for anticipated questions.
- What are some strategies that you have used or accommodations that have been beneficial to you that have assisted you to complete a particular task? Talk about

- assistive devices that you use which assist you to complete a task (try to relate these examples to the tasks required for the job)
- When disclosing, return the focus to your skills, experience and enthusiasm that you bring to the position
- Describe the skills that you have that make you able to perform the essential functions
 of the job what are your qualifications, technical and general work skills
- Consider preparing a script:



Each opportunity affords different benefits and disadvantages. Consider each benefit and disadvantage carefully. Remember to foster an atmosphere of trust and acceptance. By presenting your disability in a positive light and being open to the interviewer's questions you can help to accomplish this.

Helpful resources:

- <u>Disclosure Option</u>
- <u>Disclosure Process</u>
- Disclosure Script
- Student Employment Resources