

CAREER DISABILITY DISCLOSURE FOR INDIVIDUALS WITH DISABILITIES

As an individual with a disability, it is up to you to decide if you want to share information regarding your disability with an employer.

This info guide is designed to assist you in determining how, when, and to whom you should disclose your disability during the hiring process and in the workplace.

Think about the pros and cons of disclosing your disability as well as when would be a good time to discuss your disability with your employer.

Disclosure Script:

-Description of my disability

- The key skills and abilities I possess related to this job are...
- My functional limitations are...
- To accommodate my functional limitations, I typically...
- The accommodations I need include...

The following is an example of a disability disclosure script; you can use this template or create your own: "I have (provide the preferred term for your disability). I have (list your key skills/abilities) and can perform the essential functions of this job, but sometimes (indicate your functional limitations) might interfere with my ability to (describe the duties you may have difficulty performing). I accommodate my functional limitations by (explain some ways that you accommodate your disability). It's helpful if I have (describe the specific accommodations you need)."

When to Disclose Your Disability

-On resume, cover letter, and/or employment application

It is not typically recommended to disclose your disability on your resume, cover letter, or employment application;

- **When employer contacts you for an interview:**

You may need to disclose your disability at this stage if you will need accommodations during the interview process, such as needing a sign language interpreter for the interview or a wheelchair accessible interview site.

-During the interview

Disclosing your disability during the interview allows you to present your disability in a positive and personal manner; however, it may distract the interviewer from your skills and ability to do the job, and you may not be seriously considered for the position.

-After the interview, before the offer:

Disclosing your disability before the offer allows the employer to focus on your skills and ability to do the job during the interview rather than your disability. The employer may feel that you should have disclosed your disability earlier in the hiring process; to alleviate this concern, you can explain to the employer that you needed to learn more about the essential functions of the position before you disclosed your disability.

-After the offer, before you accept:

This stage of the hiring process is often the best time to disclose your disability to your employer.

-After you start the job

Waiting to disclose your disability until after you start the job gives you the opportunity to prove that you are capable of doing the job. If your employment status is impacted by your disclosure of your disability, you may have legal recourse. It may become even more difficult for you to disclose your disability if you choose to wait to disclose your disability, and your job performance may suffer as a result.

-After a problem on the job:

Choosing to disclose your disability after a problem occurs on the job gives you the opportunity to prove your capabilities and skills related to the job, but your relationship with your employer and your co-workers could be damaged as a result

-Never

If your employer discovers your disability, they may accuse you of falsifying your qualifications for the position, and you may not have legal recourse against unfavorable changes in your employment status