



# A One-Page Guide to Disability Disclosure

*Disclosing a Disability = sharing information about one's disability for the purpose of receiving accommodations when starting a new job*

## **Disclosing is a Personal Decision**

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- Disclosure is not required, rather it is your personal choice whether or not you share information regarding your disability with an employer

## **Your Rights as a Job Seeker**

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- The Americans with Disabilities Act (ADA) prohibits job discrimination against people with disabilities
- Under ADA, employers are required to provide reasonable accommodation to qualified employees and applicants with disabilities
- Accommodations are typically needed when there is a workplace barrier that is preventing you from competing for a job, performing a job, or gaining equal access to a benefit of employment

## **Making the Decision to Disclose**

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- Disclosure is typically not necessary if you can navigate the hiring process and perform the essential functions of the job without accommodations
- You will want to consider disclosing if you'll need to receive accommodations and other protections under the Americans with Disabilities Act
- Exploring your feelings about sharing your disability with others and researching employers' history with disability services can also help you make your decision

## **Considerations to Help You Disclose**

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- When - it's generally recommended that you disclose before an accommodation is needed during the interview process or later in the workplace
- Who - A Human Resources representative, recruiter, or potential supervisor are typically the only individuals who need to be involved
- How - Prepare and rehearse a disclosure script that includes a description of your disability, an emphasis on your job-related skills, your functional limitations, and suggestions for accommodations

*More information can be found within the Comprehensive Guide to Disability Disclosure, and the Office of Career Management can provide additional support through Handshake appointments*

