

## Strength Based Disclosure GUIDE

When and how should I disclose my disability during the job search?



### ► Know the Law

The Americans with Disabilities Act (ADA) protects qualified individuals with disabilities from employment discrimination.

### ► When to Disclose

Generally there is no obligation to disclose disability-related information to an employer until the need for reasonable accommodation becomes apparent.

Reasonable accommodation may be needed to participate in the hiring process, to perform essential job functions, or to receive a benefit or privilege of employment.

### ► Before Disclosing

Review the job description and hiring process. Is there a job function or phase in the interview process that may be difficult due to your disability?

Create a list for possible accommodations. These may be accommodations you have used in the past or accommodations you have researched. Use [askjan.org](http://askjan.org).

Decide who you are going to disclose your accommodations to. You should only disclose your disability to those involved in the accommodation process. This may include: Human Resources, your supervisor, or your Employee Assistance Program counselor.

Plan out how much you want to disclose and exactly what you want to say. To feel more comfortable with the disclosure process, prepare and rehearse your disclosure script in advance.

### ► Strength Based Disclosure Script

- A brief description of your disability
- An emphasis on your job-related skills and abilities
- A description of the functional limitations related to your disability that may interfere with your job performance.
- Suggestions for accommodations

*“I have (preferred term for your disability). I have (list of key skills/abilities) and can perform the essential functions of this job, but sometimes (indicate functional limitations) might interfere with my ability to (the duties you may have difficulty performing). It’s helpful if I have (specific accommodations you need).”*

