

RESOURCES FOR Job Seekers with Disabilities

Deciding if, when, and how to disclose disability-related information is a personal decision. It can be challenging to decide how to approach this in the job search. As you begin your job or internship search, this guide can help you think through important considerations.

For additional support, schedule a career advising appointment with an advisor in the John P. Fahey Career Center via Handshake.



DISCLOSURE CONSIDERATIONS

Under the American with Disabilities Act (ADA), you can request an accommodation at any time during the application process, after a job offer has been made, or while you are employed.

In general, you should disclose your disability to Human Resources when you need to request a reasonable accommodation—in other words, when you know there is a workplace barrier preventing you, due to a disability, from interviewing for a job, performing a job, or gaining equal access to a benefit of employment.

If/when you disclose, just provide basic information about your condition, your limitations, and what accommodations you may need. Your employer is required by the ADA to keep your disability and medical information confidential and to give it to supervisors only on a need-to-know basis. It is not necessary to inform coworkers about your disability or your need for accommodations.

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SAMPLE DISCLOSURE SCRIPT

“My disability can be described as (use descriptors, doesn’t need to be clinical term). Currently I have the (name skills) required to do the essential functions of this position. Sometimes (functional limitations) may interfere with my ability to do (name duties you may have trouble performing). I work best when (name specific accommodations needed).”

For additional disclosure considerations, visit:
askjan.org/topics/disability-disclosure.cfm

JOB SEARCH RESOURCES

Job Accommodation Network: askjan.org

Getting Hired: gettinghired.com

Ability Jobs: abilityjobs.com

Lime Connect: limeconnect.com

Neurodiversity Network: neurodiversitynetwork.net

Nebraska Vocational Rehab: vr.nebraska.gov/job_seekers

Employer Assistance and Resource Network on Disability Inclusion: askearn.org

Workforce Recruitment Program: wrp.gov