

Disclosure

Ryerson Career Development and Employment Centre

WHAT IS DISCLOSURE?

- An approach used to inform an employer (or a prospective employer) of a disability that needs to be addressed and accommodated



SOME THINGS TO REMEMBER

- As a job seeker with a disability, it is essential to become familiar with antidiscrimination legislation and how it applies in the field of work you are seeking; this is an essential part of preparation before the job search begins
- You are marketing your skills and abilities; therefore, focus on your strengths
- Positively explain how accommodation can help you be successful or even excel at work
- Honesty is the best policy

POSSIBLE TIMES OF DISCLOSURE

No disclosure - if your disability is invisible and does not affect your work, then you are not obligated to provide disclosure.

On your resume and/or cover letter - you should only disclose on a resume and/or a cover letter when you know the employer would give preference to or is in particular looking to accommodate someone with a disability.

Prior to an interview - if you have a disability which needs to be accommodated by the employer, then disclosing when asked (over the phone) to come in for an interview might be a good time. Also, disclosing when requested to come in for an interview might be better if you feel the employer may be alarmed or in the event where you and/or the employer may not feel comfortable talking about it in person.

During the interview - you can disclose your disability if you feel you can do a better job explaining and clarifying any misconception that may likely arise. Keep in mind that disclosing an invisible disability during an interview may make an employer feel uneasy. The employer may feel that you were trying to trick them. Therefore, it could go either way so use your judgement.

Upon receiving a job offer - you should analyze your workplace and workstation and ensure that the equipment and materials to be used are within reach and accessible. Discuss any accommodation required with your employer. Knowing about the legislation and needed equipment beforehand will be helpful in explaining it to the employer at the time of disclosure.

ADDITIONAL TIPS AND POSSIBLE ACCOMMODATIONS

- Flexible work schedules, work locations and modified work might be feasible
- Special equipment and software (e.g. ergonomically correct chairs, large monitors, software that lets you increase font size or reads out text) to make work more manageable
- Use examples of how your disability (or accommodation) strengthened you in other areas and helped you excel over others, which resulted in expected or above average performance
- There is nothing wrong with creating a script, practicing it, and using it to your advantage when contacting potential employers/clients

ADDITIONAL RESOURCES

Accommodations – Working With Your Disabilities

<http://www.alis.gov.ab.ca/tips/archive.asp?EK=165>

Business Abilities

<http://www.businessabilities.ca>

Canadian Council on Rehabilitation and Work

<http://www.ccrw.org/en>

Canadian Society for Social Development

<http://www.cssd-web.org>

Career Dynamics Network

<http://www.careerdynamicsnetwork.com>

Entry Point Toronto

<http://www.entrypointtoronto.ca/iphom.asp>

Linkup Employment Services

<http://www.linkup.ca>

Ontario Disability Support Program (ODSP)

<http://www.mcass.gov.on.ca/mcass/english/pillars/social/programs/odsp.htm>

Persons with Disabilities Online

<http://www.pwd-online.ca>

Succeeding in the Workplace as a Person With a Disability

<http://www.alis.gov.ab.ca/tips/archive.asp?EK=162>

The Learning Disabilities Association of Canada

<http://www.ldac-taac.ca>

WORKink

<http://www.workink.com>



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