

Disclosure Decisions TO GET THE JOB

Every individual with a disability must choose whether to disclose (share) his or her disability with an employer. Primary factors to consider include whether accommodations will be needed on the job or whether a disability is visible or hidden. Other aspects related to the employer and the company may also influence your decision. Follow this disclosure decision guide to determine what will work best for you. Remember, if you choose to disclose your disability, you are protected from discrimination by federal laws.



First, identify a **NEED** for disclosure, such as determining accessibility, necessary accommodations, or potential job match. Consider your answers to questions in Chart 1 and decide if you have a reason to disclose.

If you decide that disclosure will help you be successful, look at the pros and cons of **WHEN** you disclose in Chart 2. Then, follow the general guidelines in Chart 3 to decide **HOW** to disclose.

Effective disclosure can establish a positive working relationship with your employer. Practicing with a close friend, family member, or career counselor can help to increase your comfort level and skills.



Three Steps to Disclosing a Disability

3. Choose HOW to Disclose

2. Decide WHEN to Disclose

1. Determine NEED for Disclosure

1. Determine NEED for Disclosure: Gather all the Facts

Consider the questions below. "Yes" answers may indicate a need for or benefit of disclosure. "No" answers may indicate a need for more preparation or limited benefit of disclosure.

Area	Questions	Circle Answer
Company	<ul style="list-style-type: none"> • Do I have background information about the company? • Does the company, senior management, or owner welcome and value diversity? • Has the company participated in any disability related recruitment programs? • Is there a company policy on hiring individuals with disabilities? • Does the company offer any internship programs? • Is pre-employment testing required? What is the medium for testing? 	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
Job Position	<ul style="list-style-type: none"> • Have I requested a detailed job description for the position? • Do I know what are the essential functions and expectations of the job? • Can I talk with an employee who is currently in this position or in a similar one? • Will my compensatory strategies (e.g., use of adaptive software or assistive technology) change the traditional way of getting the job done? • Will I need accommodations for the application process, interview process, or at the worksite? 	Yes / No Yes / No Yes / No Yes / No Yes / No
Employer	<ul style="list-style-type: none"> • Does the supervisor use a flexible and personal management style? • Does the employer have experience in managing differences or diversity? • Does the employer focus on essential, rather than marginal functions? • Has the employer had positive experiences hiring individuals with disabilities? • Can I provide the employer with resource information about the Americans with Disabilities Act of 1990 (ADA) and my specific accommodation needs? 	Yes / No Yes / No Yes / No Yes / No Yes / No
Myself	<ul style="list-style-type: none"> • Am I familiar with the protections provided by the ADA? • Am I comfortable with my disability? • Am I aware of my strengths and functional limitations? • Will I need potential medical assistance? • Have I explored technology or strategies to compensate for my limitations? • Have I previously used accommodations at a work-site? • Have I practiced disclosure with a family member, close friend, or career professional? 	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No

Need More Information?

About company and position:

- University career centers
- Human resource departments
- Professional associations
- Local chambers of commerce
- Company specific websites
- Informational interviews

About potential accommodations:

- Job Accommodations Network
www.jan.wvu.edu
- Virginia Assistive Technology System -- www.vats.org
- ABLEDATA -- www.abledata.com
- Department of Rehabilitative Services -- www.vadrs.org

YES
I will disclose

1

List the reasons why you **NEED** to disclose.

2

WHEN will you disclose your disability?

2

List the reasons for choosing this time.

3

HOW will you disclose your disability?

3

Write a few phrases telling your employer about your disability.

Practice your disclosure with another person.

List the reasons why you choose **not** to disclose.

For each new job, review the information in this brochure to determine whether or not to disclose.

NO
I will not disclose

