

What to Say When Disclosing Your Disability

Disclosing your disability can be a difficult conversation to have. It's important to practice how you want the conversation to go and be prepared for any outcomes. Using these tips and scripts will help you prepare to disclose your disability in many different scenarios.

Here are key tips to follow when disclosing:

- **Keep it simple and avoid ambiguous terms**
- **Be open with limitations regarding the job duties**
- **State reasonable accommodations needed**
- **Mention effective accommodations you've previously used**

These are examples of scenarios you may find yourself in when disclosing a disability to your employer before, during or after an interview. Use these examples as a guide to how you'd like your own conversations to go.

Before the Interview

Employer: Are you free on Friday at 3 p.m. for an interview?

Job Seeker: I would love to come in for an interview. I have a standing occupational therapy appointment every Friday at 3:30 p.m. Would we be able to book an interview for Friday at 2 p.m., or anytime on Monday?

Employer: We would like to do a group interview on Thursday, does 2 p.m. work for you?

Job Seeker: Thank you for reaching out for this opportunity! Thursday at 2 p.m. does work for me. I wanted to let you know that I do have a job coach who will be accompanying me though and I think an individual interview would be more suitable. I am free Thursday morning though and anytime Friday if there is another time we could schedule.

During the Interview

Employer: Are there any accommodations you might need for this job?

Job Seeker: I need to take the bus as I cannot drive. Is it possible to have my shifts align with the bus schedule? That would mean starting 17 minutes later but I will be able to fulfill all my tasks.

Employer: Are there any accommodations you might need for this job?

Job Seeker: I actually do! I have an injury in my back that makes sitting or standing still for too long painful. I would need an adjustable desk to be comfortable.

Employer: I noticed you use a cane. Is there anything in the job description you feel you would need an accommodation to do?

Job Seeker: Thank you for asking. I think I will be able to complete the work without any modifications, as I only use a cane intermittently for pain when walking far distances. A reserved parking space close to the door though would help me greatly.

During Employment

Employee: I have noticed an increase in my pain since starting this job. I have arthritis and find this set up aggravates it. At my previous job I used a flatter keyboard and had a wrist rest that helped. Could a more ergonomic desk be set up for me?

Employer: Yes, we can absolutely make that accommodation for you. This is the supplier we order from, do they have a keyboard and wrist rest that would better suit your needs?

Employee: Thank you!

Adapted from: Creating Your Disclosure Script – University of Guelph