

Disability Disclosure

Time of Disclosure	Pros	Cons	Notes
On resume, cover letter, and/or employment application	Peace of mind for you – you’ve been up front with the employer.	Draws attention to your disability rather than your skills.	Some disability specific employment programs may require disclosure.
When employer contacts you for an interview	Peace of mind for you – you’ve been up front with the employer.	May distract the interviewer from your skills and abilities.	Disclosure at this stage may be necessary if accommodations are needed during the interview process.
During the interview	Peace of mind for you – you’ve been up front with the employer.	May distract the interviewer from your skills and abilities.	
After the interview, before the offer	Peace of mind for you – you’ve been up front with the employer.	Employer may feel you should have been up front about your disability earlier in the hiring process.	
After the offer, before you accept	If offer is rescinded, you may have legal recourse.	Employer may feel you should have been up front about your disability earlier in the hiring process.	This is often the best time to disclose if you know you will need accommodations to do the essential functions of the job.
After your start the job	Gives you an opportunity to prove you’re capable of doing the job. If disclosure impacts your employment status, you may have legal recourse.	Your job performance may suffer without appropriate accommodations.	Changes in your job responsibilities after you start a position may result in the need to request accommodations.
After a problem on the job	You’ve had a chance to prove your capabilities related to the job.	Relationship with employer and co-workers could be damaged. You may not have legal recourse against unfavorable changes in your employment status.	It is highly recommended that you disclose prior to problems occurring on the job.
Never	Your disability doesn’t become a factor in hiring decisions.	You may not have legal recourse against unfavorable changes in your employment status.	Employer doesn’t need to know about your disability if it doesn’t impact your ability to do the job.

Adapted from <https://www.rit.edu/emcs/occe/student/job-seekers-disabilities#2>

Disclosure Script

- Include a brief description of your disability. You do not have to provide detailed medical information or diagnoses information during disclosure.
- Focus on what makes you qualified for the job and how you can do the essential functions of the job
- Describe the functional limitations of your disability and how they may impact you at work
- Identify accommodations that will help your job performance

Examples:

I have Autism. I am organized and detail oriented and will have no issues utilizing the databases and submitting the weekly reports that are required for this job. I may have difficulty working with the team at first and it's helpful if I can meet with one person from the team weekly to review the progress, receive feedback, and ask questions.

I have a mobility impairment. I have full use of my arms and hands and will not have any difficulty drafting the documents or using the software programs. I may have difficulty standing for long periods of time and it would be helpful if I can have access to a seat as needed while on a job site.

Write or Type Your Own: