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RESOURCES FOR STUDENTS WITH DISABILITIES

Disclosing your disability to employers is an important and complex decision that is an entirely personal choice. Only you can decide when, and if, you want to share this information with current or prospective employers.

WHEN TO DISCLOSE

You may choose to disclose your disability at any of the following times:

- At the time of the job application
- When offered an interview
- During an interview
- At the time of a job offer
- After you begin work
- After a problem or change on the job
- Never

FACTORS IN DECIDING TO DISCLOSE

- Ask yourself whether or not your disability will impact your ability to perform the duties of your job
- Deciding to disclose in one instance doesn't necessarily mean disclosing in every situation
- Consider the nature of the job/duties in question, your own qualifications, the company, their policies and culture
- Explore current trends in the workplace, including the views of others who have experienced similar situations

ADVANTAGES OF DISCLOSING

- Prepares the employer for situations that may arise
- Allows you access to accommodations
- If there are any changes to your employment due to disability related reasons, you may be protected by law

DISADVANTAGES OF DISCLOSING

- May exclude you from opportunities
- May lead to discrimination from supervisors or co-workers
- Employer may focus more on potential issues than your actual work performance

TIPS AND ADVICE ON DISCLOSING

If you decide to disclose your disability to an employer, here are a few things to consider ahead of time:

- Be positive – focus on your skills, qualifications and your ability to do the job (don't present your disability as a weakness), and practice what you will say and how you will say it. Practice using

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[InterviewStream](#) and connect with a Career Development Advisor for feedback

- Anticipate any concerns the employer may have and provide information, resources and strategies if required
- Know what workplace accommodations you may require, including availability, cost and funding programs that the employer can access
- Understand the job requirements to assess your functional limitations and abilities in the context of the job

ACCOMMODATIONS RIGHTS AND RESPONSIBILITIES

- You know yourself best. Consider what informal adjustments could be arranged to support your success (ie. longer breaks, more frequent breaks, having meeting notes taken or copied for you)
- An employer must accommodate the needs of people with disabilities short of causing undue hardship; however, if you choose not to disclose, an employer will not be able to provide assistance or know how to assist you
- If you choose to disclose your disability, an employer does not have the right to know what the disability is or any specific information, such as your diagnosis
- If you request specific accommodations, it is your responsibility to inform the employer of your needs, cooperate in obtaining necessary information, to participate in discussions about solutions, and work with the employer and union (if applicable) on an ongoing basis to manage the accommodation process
- If you choose not to disclose and a situation arises, you may not be covered under the Ontario Human Rights Code

ADDITIONAL INFORMATION AND RESOURCES

Please visit the following McMaster departments for more information on services and programs they provide:

- **Student Accessibility Services** - <https://sas.mcmaster.ca/> - Provides support for McMaster students with disability related needs and academic accommodations
- **Student Wellness Centre** - <https://wellness.mcmaster.ca/> - Offers professional counselling, wellness programs and medical services to McMaster students

Please visit the following websites for more information on **disclosure**:

- **Canadian Human Rights Commission** - <http://www.chrc-ccdp.ca/eng>
- **Ontario Human Rights Commission** - <http://www.ohrc.on.ca/en/disability-and-human-rights-brochure>
- **WORKink** - <http://www.workink.com/provincial.php?prID=11039&pgID=11044> – Provides online job search tools and resources for employment and education
- **Job Accommodation Network** – <http://askjan.org/> Free consulting service, provides information

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on accommodations, disability legislation and self-employment

- **Good2Talk** - <http://www.good2talk.ca/> - A confidential and anonymous helpline providing professional counselling and information and referrals for mental health, addictions and well-being to post-secondary students in Ontario
- **Mental Health Works** - <http://www.mentalhealthworks.ca/> Learn how to approach workplace issues when they arise. Please visit the following websites for more information on **employment supports**:
- **Lime Connect** - <http://www.limeconnect.com/> - A global, not for profit organization geared toward university students and alumni in order to connect them with scholarships, internships and full time careers through working with corporate sponsors
- **Goodwill, The Amity Group** - <http://www.goodwillonline.ca> - Helps people overcome employment barriers and obtain work
- **March of Dimes** - <http://www.marchofdimes.ca/EN/Pages/default.aspx> - An organization that helps persons with disabilities find meaningful employment:
- **Path Employment Services** - <http://www.pathemployment.com/> - Helps persons with disabilities obtain and keep meaningful jobs by offering individual employment services and group workshops:
- **Canadian Council on Rehabilitation and Work** - <http://www.ccrw.org/> - Helps both employers and job seekers break down barriers to employment
- **Career Edge** - <http://www.careeredge.ca> - Geared to graduates and provides paid internship opportunities in a wide range of fields
- **Federal Student Work Experience Program (FSWEP)** - <http://jobs-emplois.gc.ca/fsweep-fpfe/index-eng.php> - Opportunities are available with fair and equal access to student jobs offered by the Public Service of Canada
- **WORKink** - <http://www.workink.com> - Provides information for job seekers with disabilities, including job listings, and advice
- **Link Up** - <http://www.linkup.ca> - Provides employment services, including a job bank and advice about job searching
- **Abilities Connect** – <http://abilitiesconnect.ca> – Provides funding support to employers to provide experiential opportunities for students and recent graduates. Please visit the following websites for more information on **other services and financial supports**
- **The Government of Canada** - <https://www.canada.ca/en/employment-social-development/services/funding/disability-opportunity.html> - Provides funding opportunities for persons with disabilities and allows you to apply online for them
- **Service Canada** - <http://www.servicecanada.gc.ca/eng/audiences/disabilities/index.shtml> – Provides information on Registered Disabilities Savings Plan (RDSP), and links to services and forms

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- **Community Living Hamilton** - <http://www.communitylivinghamilton.com/> - Offers a full range of services, including assistance with employment goals to persons with disabilities

DROP IN TO MEET WITH A PROFESSIONAL STAFF MEMBER:

- **Undergraduate Employment Clinic:** Tuesday, Wednesday and Thursday afternoons 1:30 - 4:00
- **Career Clinic (all Undergraduate years and Alumni):** Wednesday afternoons 1:30 - 4:30

Or book and appointment on OSCARplus by selecting Appointments | Student Success Centre | Career and Employment | Advising