



UNIVERSITY OF
TORONTO
SCARBOROUGH

Academic Advising
& Career Centre

AccessAbility Services

Managing Your Career:

Strategies for Graduates with *DisAbilities*

Self-Advocacy and Disclosure

Video 3: How to Disclose a Disability

Modules

1. Career Planning
2. Understanding Employment Equity
3. Addressing Employment Barriers
- 4. Self-Advocacy and Disclosure**
5. Workplace Accommodations



Module 4:

**Self-Advocacy and
Disclosure**

Video 3: How to Disclose a Disability

How to Disclose

Prepare for a conversation:

- Ensure you know the legal obligations of disclosure, which we talked about in the previous video
- Understand your disability and be able to convey relevant information as it relates to the job
- Identify your specific needs - the same disability affects people differently
- Be prepared with potential solutions/accommodations to be effective in your role
- Know who to disclose needs to

Strategies for Disclosure

- Keep the information simple and factual
- Share the information in a positive way – do not explain your disability as a problem
- Discuss your strengths, and share how you have faced and responded to challenges.
- Present solutions and show them the support tools you use to perform tasks independently
- Request the accommodations you need and discuss options, tools, and resources

Strategies for Disclosure

- Simple and factual
- Share the information in a positive way
- Strengths and skills
- Already responded to challenges
- Present solutions
- Discuss accommodation options

Who to Disclose to



Human Resources

- Understand equity, Confidentiality

Health and Safety

- Responsible for safe environment, especially physical

Supervisor

- May be able to accommodate “off the record”

Arrange meeting in advance for privacy and attention

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Disclosure Checklist

The Ontario Human Rights Commission offers a checklist on how to disclose your disability-related needs. We recommend you check it out.

www.ohrc.on.ca/en/iv-human-rights-issues-all-stages-employment/8-meeting-accommodation-needs-employees-job

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If you would like to provide feedback on these videos or if you have questions or concerns, please contact:

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