

The Discover Ability Network Disclosure and accommodations

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Agenda

- What is the Discover Ability Network?
- Disclosure
 - What is it?
 - Making the decision to disclose
 - Decision-making process
 - How to disclose
- Accommodations

What is the Discover Ability Network?

discoverability.network



Job matching platform

Connects **business** to qualified job seekers with disabilities to meet business and workforce needs.



Free training

Disability and employment-related issues, including disclosure, the AODA and accommodations

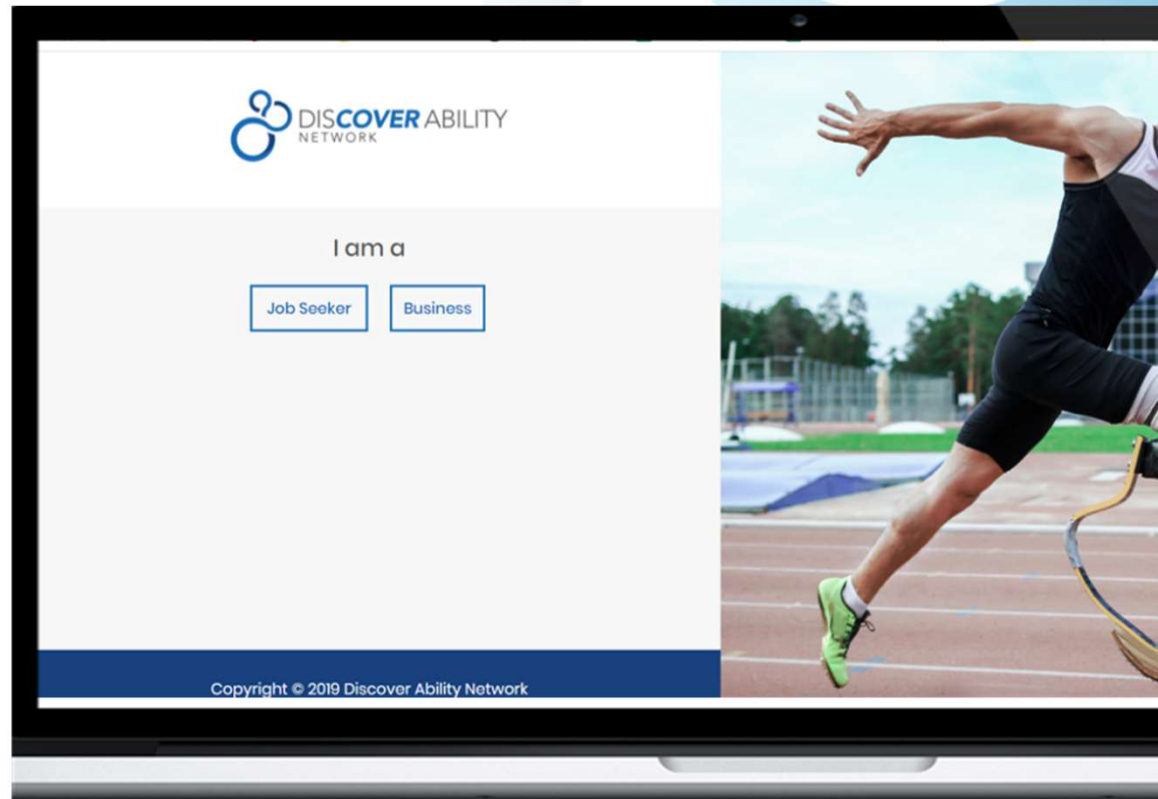


Consultation and tools

Curated information, networking events, and support for employers to build disability confidence and enhance capacity.

Connect to over 1,500 businesses who want to hire qualified job seekers with a disability.

Sign up for free at <http://discoverability.network/>



A Discover Ability Network job seeker:

“

“Applying to the jobs I was matched with was straightforward and made even more accessible due to my time building my Discover Ability profile.

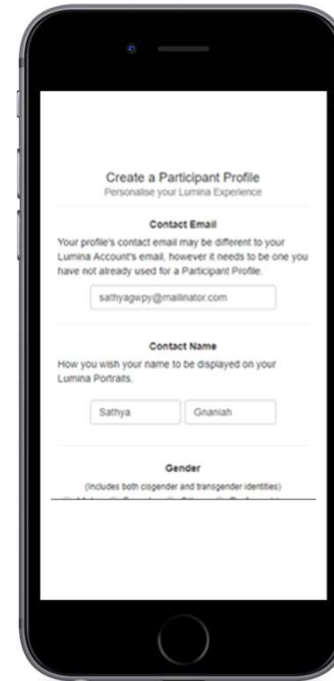
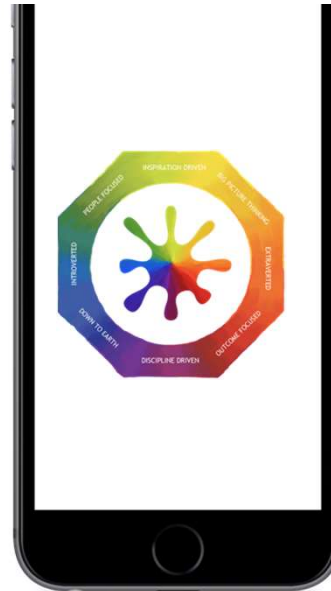
In less than a month, I was matched with over 30 jobs, applied for five, and received two interview offers.”

”

Lumina Personality Assessment

Free personality assessment to help you identify strengths and qualities to use throughout your job search tools.

Access through your Discover Ability Network account.



Lumina Personality Profile Sample Report

lumina spark

Your true colours in order

Your most used colour energy is Inspiring Green. One way you might recognise your Green energy is the emphasis you sometimes put on teamwork and cooperation. This can make things run a lot more smoothly when everyone is pointed in the same direction.

Your second colour energy is Conscientious Blue. Others might see your Blue energy in the way that you keep track of things by noting them down. This can lead others to believe that you prefer to communicate by writing instead of face to face.

Your third colour energy is Commanding Red. One example of your Red energy is the dedicated way you pursue your goals. This can be an excellent motivating factor and you can get a lot done. However it can also cause 'tunnel vision' and you might ignore important things happening around your objectives.

Your least used colour energy is Inspiring Yellow, but this does not mean that you never use these qualities. Your Yellow energy can be seen when you find 'unconventional' ways to work around bureaucratic obstacles to progress. Think of times when you have been confronted with a tricky situation and you have found a way out by thinking outside of the box.

Your strengths and possible weaknesses

Haneen, your natural strengths are:

- You keep your emotions well in hand. There are occasions when you feel strongly about an issue but you know that there is a time and a place to express your feelings. You prefer to wait for the right moment before letting them be heard.
- You have an open-minded approach to task management. You don't write off any possibilities, meaning you keep a lot more options open for yourself and your team.
- You have a very driven mode of working. You push yourself and those around you very hard to meet tough deadlines. You do this to test yourself and to try and get the best out of your team.

Here are some of your possible weaknesses:

- On occasion you can get so swamped with data that you spend all your time looking through a very narrow field of vision. This stops you from seeing the bigger goal you are actually working towards. It can also deprive you of a feeling of involvement with the rest of the group and their efforts towards that goal.
- When you are completely focused on fulfilling your commitments it is very hard for you to allow room for spontaneous decision making. This can lead you to have trouble seeing the big picture, and you can have too many conflicting commitments to need to make clear judgments.

Some suggested methods of development:

- You have a lot of common sense so don't let it go to waste. Remember to think things through carefully and stay calm in the face of unexpected trials. In such situations your common sense will help you find the right course of action.
- If you focus on expressing your enthusiasm, you will find more positive energy comes back to you from other people.

Haneen Tamari - Your Spark Mandala

INSPIRATION DRIVEN
BIG PICTURE THINKING
EXTRAVERTED
OUTCOME FOCUSED
DISCIPLINE DRIVEN
DOWN TO EARTH
INTROVERTED
PEOPLE FOCUSED

Lumina Spark Portrait

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Date Questionnaire completed: 22/02/19 16:02:45
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*Some pages will be displayed in the language you chose to do the survey in

Job searching with a disability



What tools you use



How and where you look for jobs



Disclosure – is disability part of your story?

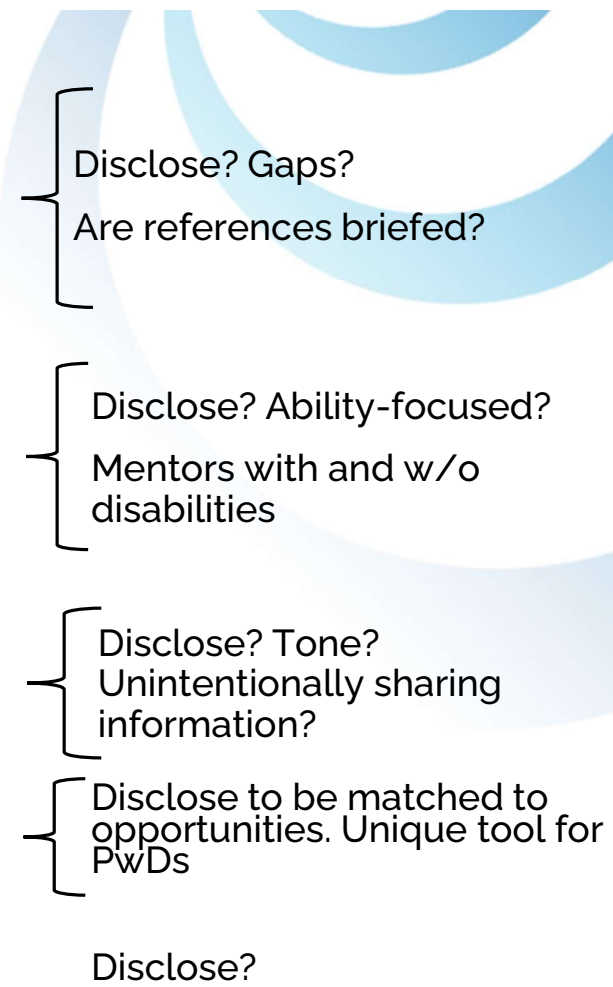


What do you need to do the job?

Job Search Tools



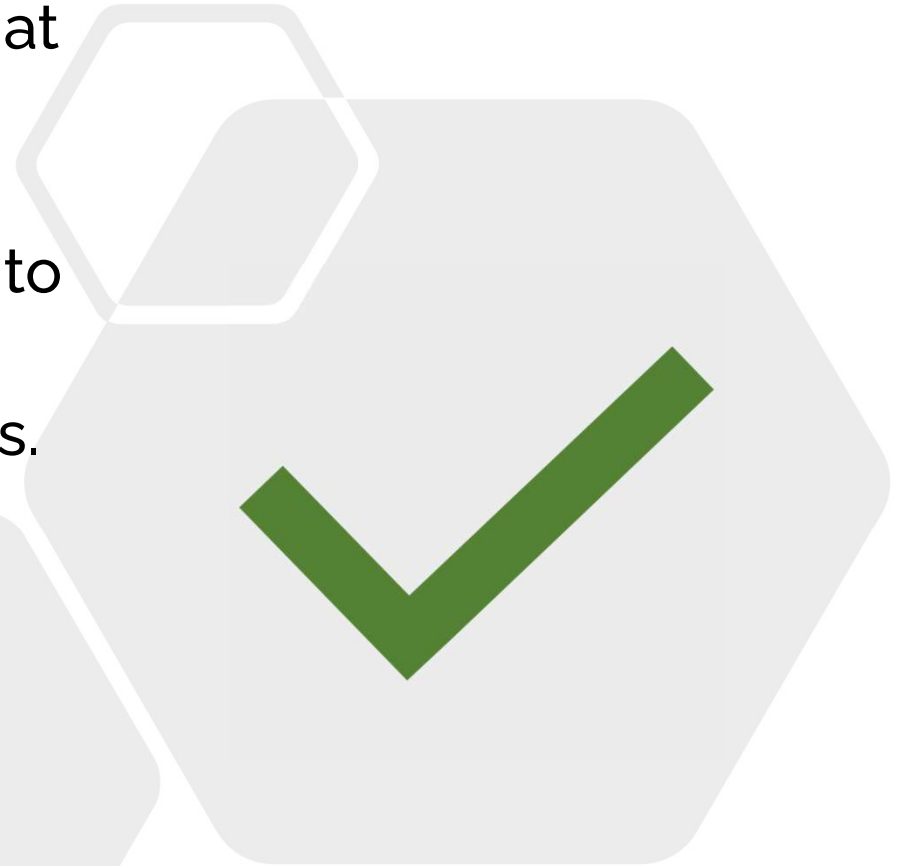
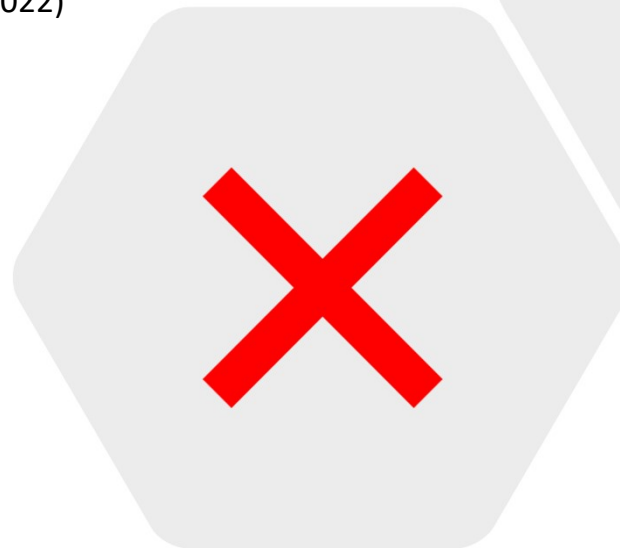
- "Your Story"
- Resumé
- Cover Letter
- References
- Networking
- Interview Skills
- Informational interviews
- Mentors
- Social Media / website
- Portfolio
- *Discover* Ability
- Job boards
- Company websites
- Job fairs



Disclosure is when you tell others that you have a disability or a health condition. You may also ask for changes you need in the workplace to do the main parts of a job. These changes are called accommodations.

(Tomas, V., Ahmed, H., and Lindsay, S., 2022)

Disclosure is not sharing the diagnosis or personal medical details.





People with a disability are often unwilling to disclose

60% of people with a disability stated they are unwilling to disclose any information related to a disability

(Nash, Kate. 2014. Secrets & Big News)



Providing an accommodation means knowing there is a barrier

To provide an accommodation, an employer first needs to know there is a barrier or issue.

You are the only person that can tell an employer that you require a change.

You are not legally obliged to disclose unless it is related to health or safety, or the ability to do the job.

Are you disclosing if, and when, you mean to?



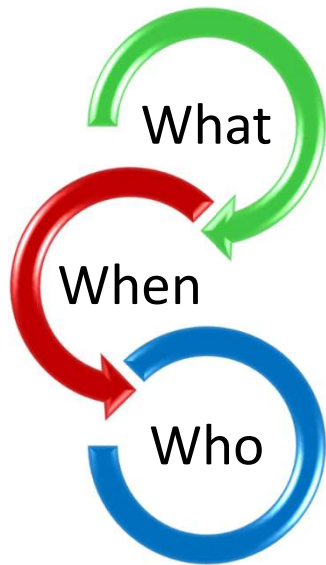
- Are you unintentionally disclosing?
- On social media, information can be shared, forwarded, or copied
- Is your approach consistent?
- Talk as much about your abilities as your disability

The decision to disclose is a personal choice

- Is your disability visible or invisible?
- Type of disability
- Severity of disability
- Health status
- Require an accommodation?
- Past experiences
- Context – who is the employer?
What is the job? What is the workplace environment?



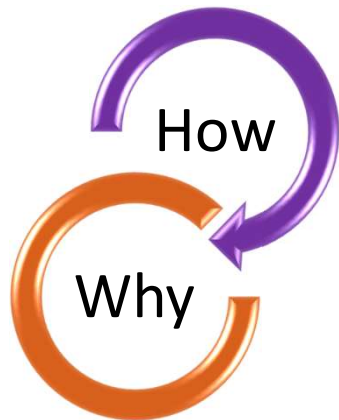
Disclosure logistics: what, when, and who



- **What** – information the person *chooses* to share
- **When** – disclosure is a personal decision. It can occur at any time in the talent acquisition process
 - before interview, during interview, after job offer, after trial period, or as situation changes
 - legally required to disclose a disability if it relates to doing a job properly or to health and safety
- **Who** - employer, manager, recruiter, Human Resources – perhaps, colleagues

Disclosure logistics: how and why

(Thomas, V. et al., 2022)



- **How** - be aware of your tone, your body language, and your words
 - Be factual, not emotive
 - This a discussion
 - Your employer may be unfamiliar with your disability.
- **Why** - relevance? Will it make you feel better/more authentic? Access an accommodation? Remove a barrier? Help educate someone?

Good news to share when disclosing...



Productivity

90%
employees with
disabilities rate
average or better on
job performance¹



Health and Safety

98%
employees with
disabilities rate average
or better on safety¹



Attendance

86%
employees with
disabilities rate
average or better on
attendance¹



Retention

Up to 72% higher staff
retention among
persons saving millions
of dollars each year in
recruitment and
training costs¹



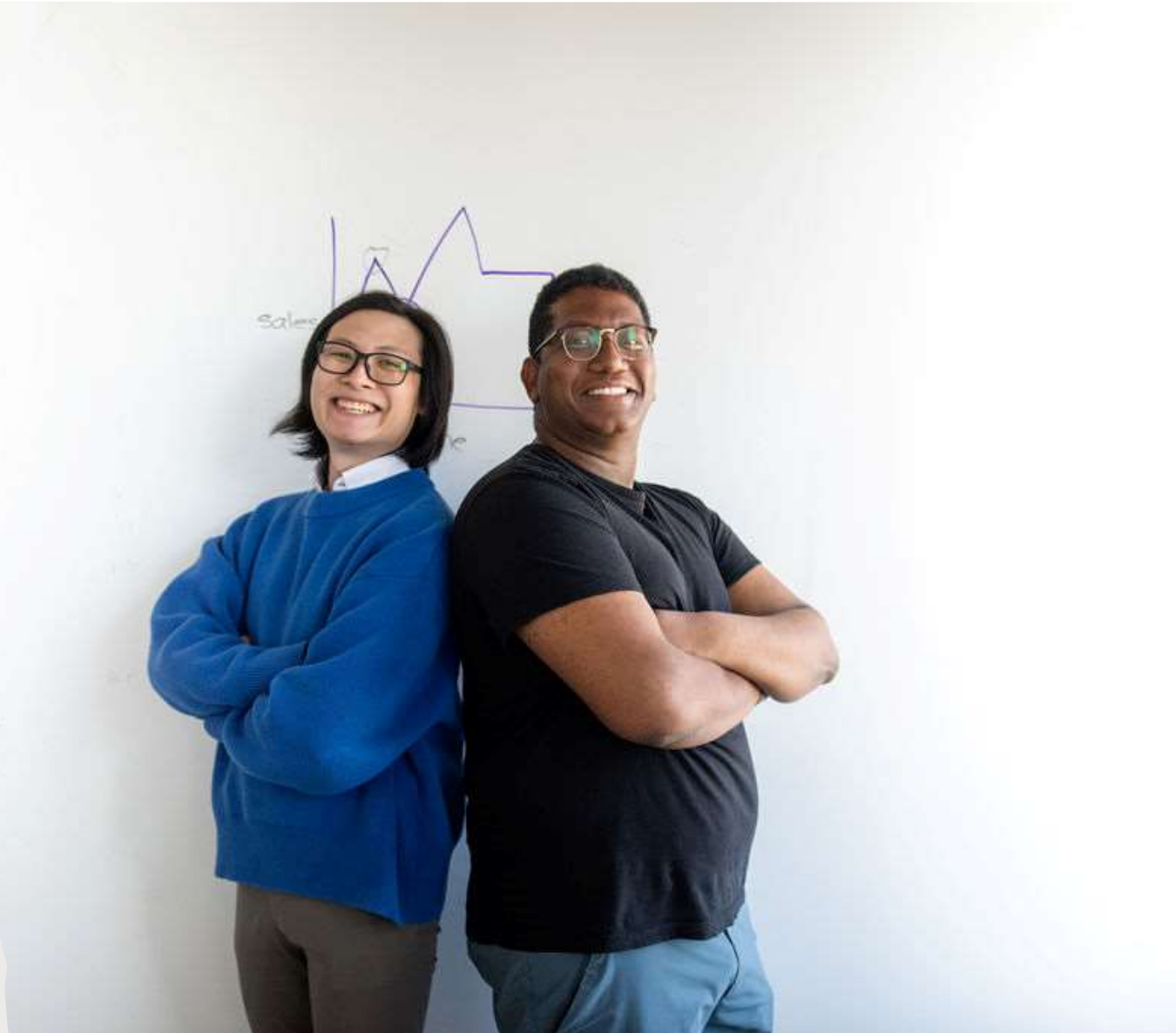
The risks of disclosure

- Fear of unconscious bias/stigma
- Fear of accommodation requests being denied or costs will be too high
- Fear of negative consequences (“I may not get the job / promotion”)
- Your accommodation request may not be what you feel you need
- Fear that you will be treated differently
- Fear that your information will not stay confidential

The value of disclosure

- Accommodations allow you to do the job – that's your right
- Accommodations allow you to be productive instead of 'making do' ¹
- Feeling valued can positively impact job satisfaction, commitment and productivity
- Companies can plan appropriate resources and support

¹Nash, Kate. Secrets & Big News; Enabling people to be themselves at work



Know what you need



Ask yourself:

- What is the barrier or challenge?
- What has worked in the past?
- What conditions do you work best in?



Still not sure what accommodations you need? Ask:

- Employment counsellor
- Accessibility centre
- Disability consultant or specialist
- Job Accommodation Network website [\(JAN\) S.O.A.R.](#)



Accommodations are not 'extra' or 'special treatment' – they are a right. They allow a person with a disability to do their job. Standards are not lowered.

What accommodations can you ask for?



Removing a barrier, or changes and adjustments that address:

- assumptions or unconscious bias
- way we communicate or access information
- providing tools or assistive / adaptive devices
- work environment and spaces
- processes

Examples of accommodations

Situation / Person

Deaf customer service agent

Job seeker with anxiety who is interviewing and needs to complete timed assessments

Employee has chronic back pain

Barrier

Communicates differently

Interview style/type

Workstation and lack of breaks during the day make the pain more uncomfortable.

Accommodation

Remote work / Written / Captions / ASL interpreter

No timed assessments. Provide questions before hand.

Ergonomic assessment - sit/stand desk, frequent stretch breaks.

Disclosing a disability

- 1** State that you have a disability or a health condition
- 2** Discuss how an accommodation will let you do the job and what the barrier or challenge is
- 3** Discuss alternatives - provide realistic suggestions

Disclosing a learning disability

1 I have a disability

2 I learn differently than other people, so I need an accommodation.

In the past extra time allows me to learn all the material well. One-on-one time with the trainer to ask questions would also help.

Discuss the possibilities

3 Yes, I think an additional week would help. I am happy to come in early every shift to complete the paid training.



Tailor your message

- You may choose to disclose to some employers, and not to others
- What is your goal – an accommodation? To educate/explain? To feel comfortable?
- Emphasize your strengths and qualities
- Practice disclosing with someone you trust, who will give you honest feedback

Strategies for disclosing

- Meet someplace private and comfortable
- Be aware of your body language, and your tone
- Clearly identify the barrier. Suggest options but avoid ultimatums. This is a discussion and a process
- Answer any questions – if you don't know do research
- Agree on next steps and when you will follow up
- Have the employer write your agreement down



After a person discloses, the employer might ask...

- What are some suggestions you might have for accommodations?
- What limits or restrictions are caused by the disability (functional limitations)?
- Information related to providing an accommodation (i.e., doctor's note) to assist in identifying the needed accommodation

Not entitled to know everything about the medical condition or diagnosis.



The employer decides on the accommodation

- Be flexible and offer suggestions
– this is a discussion
- The employer must provide an accommodation, but gets to decide what the accommodation will be



Is the accommodation working?

- Accommodations can be an ongoing conversation
- Have a written accommodation plan in place
- Review your workplace accommodation plan with your manager or Human Resources








Questions?



Learn more

Visit <https://discoverability.network/> for more information. For assistance with signing up, please contact Elizabeth Novak at elizabethnovak@occ.ca or Boyan Mitrovic at BoyanMitrovic@occ.ca for more information.

-  **Twitter** [@HireAbilityNow](https://twitter.com/HireAbilityNow)
-  **Facebook** [@HireAbilityNow](https://www.facebook.com/HireAbilityNow)
-  **LinkedIn** www.linkedin.com/company/discover-ability-network/
-  **YouTube** www.youtube.com/channel/UCPIcAXSR6QffYKyV4kZEVhA
-  **Instagram** <https://www.instagram.com/discoverabilitynetwork/>

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