

# DISABILITY DISCLOSURE AND EMPLOYMENT

## GENERAL INFORMATION

Disclosing a disability can be challenging for individuals seeking employment opportunities. When considering disclosure of a disability there are several factors to consider, including **if**, **when**, and **how** a disability should be disclosed.

IF	WHEN	HOW
Consider if you will need accommodations on-the-job	In a cover letter	Emphasize ability
Consider your accessibility needs at work	In a resume	Provide employer information on needs related to:
	On the application	<ul style="list-style-type: none"><li>• Communication</li><li>• Direction</li><li>• Feedback</li></ul>
	Before or during an interview	Discuss employer concerns, strategies and solutions
	After job offer	
	After job begins	
	If performance difficulties arise	
	Never	

## DISCLOSURE CAN OCCUR

### During

- Pre-Employment
- Post-Offer
- While Employed

### Within

- Days
- Months
- Years

Disclosure is the choice of the individual and based on the circumstances of the employment opportunity. Employers may ask disability related questions as long as those questions:

- Are consistent with business necessity
- Are related to the overall requirements of the job

## PRE-OFFER

Employers cannot require disclosure about a disability prior to making a job offer.

### Consider if an accommodation is needed for:

- Completing an application
- Participating in a job interview
- Completing an employment test

- Employers may ask medical questions or require newly hired employees to complete a medical examination.
- These requirements must be consistent and asked of all employees within the business.
- Information shared post-offer cannot be used to retract a job offer unless it is shown that the essential job functions cannot be completed or there poses a safety risk.

## POST-OFFER

# DISCLOSURE RECOMMENDATIONS

## IF THERE IS A NEED TO DISCLOSE, CONSIDER:

General information you want to disclose about your disability.



Why you are choosing to disclose your disability?



How your disability may affect your ability to complete key job functions?



What accommodations have worked for you in the past?



What types of accommodations you anticipate needing to perform key job tasks?

## Reasonable Accommodations?

### YES

Making existing facilities accessible

Job restructuring

Changing tests, training materials or policies

Part-time or modified work schedules

Acquiring or modifying equipment

Providing qualified readers or interpreters

Reassignment to vacant positions

### NO

Eliminating primary job responsibilities

Lowering production standards for an employee

Changing supervisors

Granting leave without a fixed return date

Giving more paid leave to an employee with a disability than provided to others

Reducing an employee's hours if it would disrupt the operations of the business



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