**Disclosure & Accommodations Worksheet**

1. **Deciding What to Disclose – Brainstorming Phase**

Now that you have decided to disclose, it’s time to decide what to say and how to say it. Get out a scrap piece of paper and let’s start brainstorming!

1. What are your job duties that must be met in your role?
2. What is your disability? Try to use simple terms that most people could understand clearly.
3. What are your top three strengths that relate to your position?
4. What are your challenges in your position due to your disability?
5. What is the impact of the challenges you noted in #4 on your job duties in #1?
6. What is an accommodation that could solve the challenges you noted above? (Take a look at this website for some accommodation suggestions: [A to Z of Disabilities and Accommodations (askjan.org).](https://askjan.org/a-to-z.cfm) Also take a look at page 4 for additional examples). You can organize your answer(s) using the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties -**  **(Question 1)** | **Challenge -(Question 4)** | **Impact - (Question 5)** | **Accommodation -(Question 6)** |
| EXAMPLE: Working with technological equipment and machinery (computer use) | Handling/ Fingering | Unable to make movements such as typing when working with technological equipment and machinery (computer use) | Speech recognition software (such as Dragon) |
|  |  |  |  |
|  |  |  |  |

1. **What to Say – Writing Phase**

Great work so far! Using the answers you have provided during Step 1, you are now able to design an organized dialogue that you can feel confident and comfortable sharing with employers called a "Disclosure Script".

A Disclosure Script is a summary of how your disability impacts your job duties and requirements and how your identified accommodation(s) will support you to complete all job duties and requirements successfully. We encourage you to practice this script with your SEI Program Lead, friends, family, and supporters so when it comes time to use it you feel confident in your words and work.

Feel free to use the below script as a launching point and make it your own! This script is written from the perspective of disclosure prior to starting your job opportunity, however you are easily able to change the wording depending on your situation. Reach out to Yingjun for support on editing the script for your specific situation!

"Thank you again for this job opportunity! Before my position begins, I did want to mention that I do have *[Insert Question 2 - Preferred Disability Language].* I believe that my *[Insert Question 3 - Top Strengths]* will allow me to succeed in this position, however sometimes *[Insert Question 4 - Challenges]* might interfere with my ability to *[Insert Question 5 - Impact]*. In my experience, I can overcome these challenge(s) with the support of *[Insert Question 6 - Accommodation].* I wanted to let you know so we could address any potential questions or concerns you might have at this time. Please note that I am willing to discuss and connect you with my accessibility resources [If you are speaking of an accommodation requiring funding, you can note SEI Program has Accommodation Funding]. I look forward to chatting about this with you further! Thank you in advance for your consideration and understanding.

Sincerely, [Insert Your Name]"

1. **Submitting your Accommodation Request – Finalizing Phase**

Once you have completed your situation specific Disclosure Script and reviewed it with a trusted person, it is time to identify who to approach in your workplace for your accommodation request. Most times the best person to go to is your direct supervisor, manager or in larger companies it can be your Human Resources contact. If you are still unsure who to approach, ask Yingjun for advice!

We recommend requesting your accommodation in writing via email and then inviting them to discuss your request further with you in person.

Now you can relax and enjoy your work term experience knowing you will be putting your best foot forward and producing your best work on the job! Congratulations!!

For additional questions and support contact:

SEI Program Lead

sei@smu.ca

Source: This resource is based on examples provided by ACT to Employ at Carleton University.

**Workplace Accommodation Examples:**

Accommodations can have many different forms and definitions. Here are some accommodations you may not have thought of! This is not a mutually exclusive list and for more accommodation suggestions please talk to your SEI Program Lead and/or visit [A to Z of Disabilities and Accommodations (askjan.org)](https://askjan.org/a-to-z.cfm). Remember, as a participant of The SEI Program you have access to accommodation funding! If your accommodation request involves purchasing an item, talk to your SEI Program Lead to have the purchase approved through the SEI accommodation funding.

1. Assistive Technology/Alternative Formats
   * Headphones
   * PDF
   * Reading or Writing Software
2. Physical Accessibility
   * Furniture
   * Elevators
   * Parking
3. Work Environment
   * Quiet Workspace
   * Independent Workspace
   * Location or Transportation
   * Virtual Work Opportunities
4. Communication
   * Clear Direction
   * Task Lists
   * Frequent Meetings
   * Typed Meeting Notes
5. Workplace Wellness
   * Frequent Breaks
   * Extra Time
   * Weekly or Daily Check-Ins