



# Students with Disabilities & the Job Search

In conducting an internship or job search, students with disabilities often have questions about if, when, and how to disclose a disability. Being knowledgeable about the Americans with Disabilities Act (ADA) and having a comfort level about your own strengths and abilities is invaluable when conducting a search.

## THE AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is a federal law that protects the rights of people with disabilities in all employment practices, including job application procedures, hiring, termination, training, pay, promotion, benefits, and leave. The ADA defines an individual with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities such as hearing, seeing, speaking, thinking, walking, breathing, or performing manual tasks.

To be protected by ADA in an employment setting, a person with a disability must satisfy the basic prerequisites for the job and must be able to perform the essential functions of the job with or without reasonable accommodations. *Some common types of accommodations include the following:*

- Physical changes, e.g. installing a ramp or modifying a workspace
- Providing a quieter workspace
- Training and other written materials in an accessible format.

It is your responsibility to request the accommodation from your employer. You may request a reasonable accommodation at any time during the application process or any time before or after you start working.

## DISCLOSURE

Disclosure is not required and should be made only if it will aid you (the applicant/employee) in the application process or to perform the duties of the position. Of importance is that the disclosure of a disability occur only if it benefits you. Depending upon particular circumstances, a disability may be disclosed during the application or interview process, after an offer of employment has been made, or not at all.

When disclosing a disability, you should be prepared to offer suggestions about accommodations. This demonstrates your problem solving skills to an employer as well as your dedication to being successful in the position.

Deciding if, when, and how to disclose a disability does not have to be stressful. You may find it helpful to consult with Babson's Manager of Disability Services, Erin Evans ([eevans@babson.edu](mailto:eevans@babson.edu) or ext. 4508) or to meet with a career advisor in CCD ([undergradccd@babson.edu](mailto:undergradccd@babson.edu)).

### **Disclosure & Accommodations for People with Disabilities Online Workshop**

This workshop provides you with general information about disclosure and accommodations, including:

- Guidelines to help you decide whether or not to disclose a disability,
- Suggestions about how and when to disclose your disability, and
- Types of accommodations available.

This workshop was developed and narrated by Jennifer Seamans, Employment Specialist with the *Resource Partnership*.

To view the 15-minute workshop, visit the CCD Web site:  
[http://www3.babson.edu/Offices/ug\\_ccd/breeze/disclosure\\_of\\_disability\\_online/#slide=1](http://www3.babson.edu/Offices/ug_ccd/breeze/disclosure_of_disability_online/#slide=1)

## HELPFUL RESOURCES

Several Web resources are available to assist you in your search:

### Career Opportunities for Students with Disabilities

[www.cosdonline.org](http://www.cosdonline.org)

COSD is a unique consortium composed of large and small universities, well-known national employers and US government agencies focused on the career employment of college graduates with disabilities.

### Disability Info

[www.disabilityinfo.gov](http://www.disabilityinfo.gov)

This site, produced by the US Government, provides information about your employment rights and access to job bank sites.

### Equal Opportunity Publications

[www.eop.com/cd.html](http://www.eop.com/cd.html)

This Web site offers a resume bank as well as information about career fairs. Equal Opportunity Publications is the publisher of CAREERS & the disABLED magazine.

### Job Accommodation Network

[www.jan.wvu.edu](http://www.jan.wvu.edu)

The organization's mission is to facilitate the employment and retention of workers with disabilities by providing employers, employment providers, people with disabilities and other interested parties with information on job accommodation, job searches, legal issues, self-employment and small business opportunities and related subjects.

### Job Access

[www.jobaccess.org](http://www.jobaccess.org)

This site allows the job seeker to search for employment opportunities, post resumes, and participate in on-line job fairs.

### Just One Break

[www.justonebreak.com](http://www.justonebreak.com)

Just One Break's (JOB) mission is to find competitive employment for people with disabilities through partnerships with companies in all industries. The organization helps place people with disabilities in full-time jobs and internships.

### National Business & Disabilities Council

[www.business-disability.com](http://www.business-disability.com) The National Business & Disabilities Council is the leading resource for employers seeking to integrate people with disabilities into the workplace. The site offers job and internship listings and information about career events.

### U.S. Office of Personnel Management, Federal Employment of Persons with Disabilities

[www.opm.gov/disability](http://www.opm.gov/disability)

This Web site provides information about the process of applying for Federal government jobs and how reasonable accommodations are made. This site also includes resources that can help you with a wide range of issues that pertain to the Federal employment of adults with disabilities. Links to other organizations that provide employment assistance to persons with disabilities are also provided.

### Workforce Recruitment Program for College Students with Disabilities

[www.dol.gov/odep/programs/workforc.hrm](http://www.dol.gov/odep/programs/workforc.hrm)

This Web site provides resource to connect public and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workforce.

*Adapted from ADA home page ([www.ada.gov](http://www.ada.gov)), Fordham University's "Resources for Students with Disabilities" and Wheelock College's "Employment Considerations for People with Disabilities."*