

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

Disclosing Your Need for an Accommodation to an Employer

It may feel uncomfortable, but disclosing your need for an accommodation, either during the application process or while on the job, can be beneficial for both you and the employer.

It can be tricky to navigate through the job application process if you are someone who needs an accommodation, due to having a disability. You may also face challenges along the way while you are on the job. Stressors and unforeseen circumstances may cause your work quality to suffer. Additionally, your physical and mental wellbeing may suffer too if you are not getting the support and understanding you need.

Although you are not required to disclose your need to be accommodated, being open and honest can be beneficial.



The goal of disclosure is to ensure that you have access to tools and resources to thrive in the workplace.

According to the Canadian Human Rights Commission, the duty to accommodate applies to the protected grounds of: Religion; Disability; Race, Colour, Ancestry and National or Ethnic origin; Family Status (employees with caregiving responsibilities)¹

Disclosing the Need For an Accommodation for a Disability. Can You Ask For An Accommodation Unrelated to a Disability?

Disclosure means to inform a potential employer or current employer of a disability that needs to be accommodated so that an employee can perform their job properly.

Beyond disclosing your need to be accommodated for a disability, you may also consider being open and honest about other stressors that may be affecting your work, at your discretion. Depending on the situation, your Manager may not have a duty to accommodate you, but at least you can gain some understanding and support to ensure you meet your work goals.

Definition of a Disability



Disability is a complex phenomenon, reflecting an interaction between features of a person's body and mind and features of the society in which they live. A disability can occur at any time in a person's life; some people are born with a disability, while others develop a disability later in life. It can be permanent, temporary, or episodic. Disability can steadily worsen, remain the same, or improve. It can be very mild to very severe. It can be the cause, as well as the result, of disease, illness, injury, or substance abuse.²

Types of Disabilities

Disabilities may be visible or not- below are some examples of disabilities you may wish to disclose to an employer.³

- ADD/ADHD
- Anxiety
- Deafness
- Depression
- Developmental Delays
- Dyslexia
- Autism
- Mental impairment
- Speech disorders
- Spinal Injury/Pain
- Tourette's Syndrome
- Vision Impairment



Examples of Employer Accommodations

The following are examples of accommodations that employers have made in the workplace.

- Providing coaching/mentoring and more frequent touchpoints for an employee
- Reducing distractions in the workplace
- Allowing tele-work or hybrid work
- Providing office chairs with specialized back and arm supports
- Allowing the employee breaks throughout the day to take medications, or meals/snacks
- Access to adaptive technologies, like special software or changes to the workspace

Other Types of Accommodations



Allowing flexibility in work hours for an employee who is a primary caregiver or to someone who is ill or otherwise dependent.



Providing time off for religious holidays or time away from work to attend prayers.



Making changes to dress codes or uniforms for employees who adhere to certain religious beliefs.



Heightened understanding towards an employee who is experiencing stress (i.e. death or sickness of loved one).

Asking For An Accommodation During Application Process

Often a job posting will include a section on the company's commitment to provide 'equal opportunities to persons with disabilities' and they will encourage candidates to notify them if they need an accommodation during the interview process.

If you have accommodation needs, you are encouraged to be open, honest and clear about them before your scheduled interview. Examples of accommodations may include a) a physically accessible interview location free of stairs b) a scent-free environment c) speaking loudly, clearly and slowly while facing a candidate who has a hearing impairment.

How Do I Ask My Manager For An Accommodation?

Having a conversation with your Manager about your accommodation needs, followed by a written request, allows you to keep a record of your conversations.

Try to do the following:

- when requesting the accommodation, be open, honest and clear in explaining why you need it and how it will help you and the company succeed together
- provide information that is directly relevant to your needs, restrictions or limitations as this may include medical information
- offer possible accommodation solutions that could work for you, but also understand that your exact request may not be met 4



Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming events.

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps.](#)

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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Charmaine is a Co-op Coordinator who is a big believer in growth mindset. Her background in teaching and employment counseling allows her to build meaningful relationships with students and guide them as they #staygritty and #staycurious while navigating through their Co-op journeys.



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Data Sources

1. Canadian Human Rights Commission, (2005) [Duty to Accommodate \(FAQ\)](#).
2. Ontario Human Rights Commission, (n.d.) [What Is Disability?](#)
3. Canadian Disability Benefits, (2016) [Types of Disabilities](#)