

# Career

## Development Toolkit



### Americans with Disabilities Act (ADA)

Protects qualified individuals with disabilities from discrimination in employment. This means that employers cannot make decisions that negatively affect an individual based on disability.

### What does “qualified” mean?

To be considered qualified, the individual must meet two criteria:

**Minimal Requirements:** The applicant must meet the standards listed for the job, such as education, experience, skills, and certifications.

**Essential Functions:** The employee must be able to perform the job’s essential functions with or without a reasonable accommodation.

### What is a Reasonable Accommodation?

A reasonable accommodation (RA) may be needed to help you participate in the hiring process and perform a job. The employer is required to provide RA unless it causes a significant difficulty or expense.

Consideration of RA is required in all aspects of employment, including applying for a career, interviewing, onboarding, and working. Some examples of common RAs include:

- Flexible work schedule
- Accessible workplace
- Supervisory methods
- Modified policies
- Job restructuring
- Equipment/Technology
- Leave
- Remote work



Examples of RAs are discussed in the following guidance:

<https://www.eeoc.gov/laws/guidance/enforcement-guidance-reasonable-accommodation-and-undue-hardship-under-ada#intro>

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### Assistive Technology

Assistive technology may help you participate in the hiring process, access the work environment, or perform a job task. The [Job Accommodation Network](#) has thousands of suggestions for accommodations and assistive technology.

Some examples of Assistive Technology for work-related functions include:

#### Communicating

Devices that amplify sound, read text, use voices to record information, and more.

#### Accessing Information

Items to magnify information, read aloud, color code information, and others.

#### Managing Workflow

Technology to minimize distractions, manage time and stress, set reminders, and more.

#### Manipulating Items

Aids for gripping items, electronic office supplies, adjustable furniture, and others.

### Disability Disclosure

The choice to disclose a disability to an employer belongs to the individual with the disability. You can choose when in your employment to disclose, if at all. To request a reasonable accommodation, though, you will have to disclose your disability to your employer. You can do this in the way that is most comfortable for you—written, verbally, etc. You should communicate with the person who is able to make decisions about accommodations at your organization—usually a member of the human resources team or a manager. That person should only share information with other employees that need to know, such as a change in the office layout.

When you disclose your disability to request an accommodation, be prepared with ideas. As an example, if you are having trouble focusing due to distractions, you might approach your employer to request moving your workspace. You could simply state “Due to a medical condition, I am having trouble focusing. I think that a workspace in a quieter area would improve the quality of my work.” Your employer is not required to implement your proposed accommodation but should work with you to find a mutually agreeable solution.