5 Tips for Job Seekers with Disabilities

1. When reading the job description, determine if you will need accommodations in order to do any of the job duties. Employers are required to provide reasonable accommodations that make it possible to complete steps of the application or to do the job once hired. Employers are not required to eliminate any of the essential job functions.

2. Employers cannot ask if you have a disability or about the nature of your disability. You can politely decline to answer such questions if you would like. Employers may ask about your ability to perform job-related functions or ask you to demonstrate how you would perform an essential job function.

3. If you know you will need accommodations to do your job, choose the best time for you to disclose this to your employer. It will likely be best to inform your employer shortly after accepting the job offer.

4. When discussing accommodations with your employer, it can be helpful to use the Job Accommodation Network website that includes an American with Disabilities Act (ADA) library and examples of common accommodations: https://askjan.org.

5. If you are interested in working for the federal government, you can apply using the Schedule A Hiring Authority. This streamlines the hiring process for people with disabilities. You can find more information about Schedule A on the USA Jobs website: http://bit.ly/USAJobsScheduleA.

Resources
- Ohlone College Diversity @Work powered by Premiere Career Services: https://www.ohlone.edu/careercenter/diversity
- Ohlone College Student Accessibility Services: https://www.ohlone.edu/sas
- California Department of Rehabilitation: http://dor.ca.gov
- U.S. Department of Labor: https://www.dol.gov/odep/topics/disability.htm
- Workforce Recruitment Program: https://prodwrp.service-now.com/wrp
- disABLEDperson job board: https://www.disabledperson.com/

If you have any questions or would like to schedule a career advising appointment, please contact Revae Hitt at rhitt1@ohlone.edu.