

Quick Tip Sheet

Career Accessibility

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Purpose: Feeling prepared in your career, allows you to present your strengths and career interests more effectively. In this Quick Tip Sheet we are identifying having a plan, knowing your resources for career accessibility, and knowing your accessibility rights, as key components to feeling prepared.

Have a Plan: As a student, you have many resources within the university. These resources include academic support, health support (physical and mental health), career support, and more. When it comes to creating a career plan, we recommend starting the conversation with your Career Education Specialist, which you can see in your Starfish Network. Things to consider when creating your career plan:

- What industries and topics interest you?
- Does your education align with the industries and topics that interest you?
- How do you want to gain experience in the career areas that interest you?
- Who can you talk more about your career goals with?

Know your Resources:

- Find your Career Education Specialist: <https://web.uri.edu/career/ces-assignments/>
- URI Disability, Access, and Inclusion (DAI) is a wealth of resources and partners across the university to support students uri.edu/disability/about-dai
- [US Rehabilitation Services Administration](http://www.usrehab.org/). This site connects you to resources in your state that can help with training, connecting you to employers, and career development assistance
- Visit the Job Accommodation Network (JAN) website for their resources askjan.org
- 211: <http://www.211.org/> is a social service call line to connect you to resources in your community
- Requesting and Negotiating Reasonable Accommodations from Jan: <https://askjan.org/publications/consultants-corner/vol03iss04.cfm>
- The Department of Justice ADA information line answers questions about ADA requirements. It's available to businesses, state and local governments, and the public. Call 1- 800-514-0301 (TTY: 1-800-514-0383).

Know your Rights:

- Review the ADA to know your rights in the workplace (askjan.org/links/adalinks.htm)
- The **Americans with Disabilities Act (ADA)** is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities, including work. A person with a disability is defined as someone who: has a physical or mental impairment that substantially limits one or more major life activities, has a history or record of such an impairment (such as cancer that is in remission), or is perceived by others as having such an impairment (such as a person who has scars from a severe burn).
- The Americans with Disabilities Act (ADA), Title I, applies to: employers that have 15 or more employees, including state/local governments, employment agencies, and labor unions.
 - General requirement: Employers must provide people with disabilities an equal opportunity to benefit from the employment-related opportunities available to others. This includes things like recruitment, hiring, promotions, training, pay, and social activities.
- The **Rehabilitation Act** prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors. The standards for determining employment discrimination under the Rehabilitation Act are the same as those used in title I of the Americans with Disabilities Act.

Disclosing your disability: If and when you disclose your disability, is a personal decision. There is no one right answer. The Job Accommodation Network has guides with questions commonly asked and questions to ask yourself: <https://askjan.org/topics/Disability-Disclosure.cfm>

Interview questions: Employers can not ask questions designed to elicit information about any disabilities. Questions should focus on your ability to do the job. If the questions seem uncertain to you, you can frame your answer around your ability to do the job. All answers should always focus on your strengths and how you continue to strengthen your skills. Top Interview shares a resource on interviewing: <https://www.topinterview.com/interview-advice/ace-the-interview-with-a-disability>

Requesting accommodations: You can request reasonable accommodation at any time when it becomes necessary for you to apply, interview, or perform the job at hand. According to the Job Accommodation Network (JAN), a service from the U.S. Department of Labor's Office of Disability Employment Policy, 57% of accommodations cost absolutely nothing to make, while the rest typically cost only \$500.



Roosevelt Hall
401-874-2311
uri.edu/career