

Self-disclosure plan

A tool to help you reflect

This tool helps people from diverse backgrounds decide whether they want to share important personal information at work. Sharing this information can help you feel like you belong, be safe, and receive supports to succeed. Remember, it's your choice and can vary depending on the situation.

This plan can support in evaluating the following steps:

- Find your strengths and skills.
- Understand how your life experiences affect your abilities.
- Decide to who and how you'll talk about your identity or challenges at work.
- Figure out if you need to ask for official accommodations.
- Create a positive disclosure statement that highlights your strengths.
- Identify any informal support you might need.

1 Consider your comfort level

Self-identification or disclosure means sharing personal information so you can be your true self at work. To make the right choice, start by thinking about how comfortable you are:

- How comfortable are you with sharing your situation with your family, friends, teachers, or professional contacts?:

- Think about times when you've shared similar information. How did it feel? Did it give you the support you needed to succeed? Was the outcome positive, or would you do things differently next time?:

- Consider how people reacted when you shared your situation before. What went well, what did you learn, and how could this help you at work?:

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2 Understanding the advantages and potential downsides of self-identification

Consider your personal feelings about self-identification or disclosure. Reflect on its advantages and potential downsides in the following exercise.

Advantage

Potential Downsides

3 Identification of your needs

At Co-op and Career Services, we value your strengths. Each person brings unique qualities to the job market and can make a positive impact at work. Reflect on your skills and the qualities others appreciate in you:

3.1 Strengths and skills

Name three skills you believe you excel at, or that others have recognized in you. These skills can be related or unrelated to your background or disability.

3.2 Strength based perspective

Your background or disability may offer unique experiences that can benefit your desired job or industry. Identify three experiences related to your situation that provide valuable skills.

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3.3 Linking your skills to the Job

Consider how these competencies align with the industry or job you're pursuing. How will these skills enhance your performance in this role? Craft a brief 3-4 sentence statement:

3.4 Assessing how your situation impacts your abilities

Consider your industry or job. Are there tasks that might be challenging due to your disability or situation? For instance, if you have dyscalculia, you might face difficulties with tasks involving calculations or numbers. If you're reconnecting with your Indigenous heritage, leading Indigenous initiatives may not be something you're comfortable with. Please share your thoughts below:

3.5 Past success strategies

Think about your past work or education experiences. How did you approach similar challenges, and what strategies led to your success?:

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4 Tie it all together

Now, we'll bring everything together using the Situation, Task, Action, Result (STAR) method. This method helps you outline your situation, link it to your strengths for the role, and highlight the positive outcomes your perspective can offer the organization.

I'm a passionate, dedicated professional with a strong ability to focus on one task at a time. However, handling multiple deadlines can be challenging for me. In my academic experience, a distraction-free environment, clear instructions, and early deadline notices helped me succeed amidst competing demands. With accommodations in place, I believe my skill in concentrating on specific task will bring significant value to your team.

4.1 Your statement

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5 Alternative strategies

Great, now that you have a self-identification script, you might still be unsure about whether to disclose. Regardless of your decision, there are proactive steps you can take to help yourself. Please share three strategies that can aid you in carrying out the core job responsibilities, independent of your accommodation plan.

6 Access more support

Contact the accessibility and inclusion co-op coordinator to learn more or receive support making the most out of this resource.

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