



Managing Accommodation Needs in the Job Hunt and in the Workplace on the Job

While every situation is different, the U.S. Department of Labor recommends job seekers disclose any accommodation needs on a “need-to-know” basis. Being transparent during the interview process is important but you do not need to mention or disclose a need on your résumé.

Should you choose to disclose a disability, make sure you:

- > Provide practical suggestions for reasonable job accommodations, if they are needed.
- > Practice the disclosure discussion with a trusted person.
- > Always be positive!

Under the [Americans with Disabilities Act](#), employers are required to provide “[reasonable accommodations](#)” to qualified job applicants and employees with needs. Please check out these links for information on how to [request an accommodation](#) under the ADA or how to [negotiate an accommodation](#).

Your local Job Center is also prepared to assist you with accommodation needs during your job search. Each Center is equipped with screen readers, screen enlargers, phone amplifiers, adjustable tables, and language interpreters, along with computers, printers, scanners, copiers, fax machines and phones.

In the end, it's up to you to show employers that, despite your disability, you're the best person for the position. [Take a look at these 10 tips](#) to keep in mind when searching for work with a disability.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.