



Diversity, a culture of inclusion, and equal opportunity in the workplace are more important than ever. Check out these resources to help you make the most of your talents and address challenges in your career development and job search.

## Knowing Your Rights

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The law requires employers to provide reasonable accommodations for employees with disabilities unless doing so would cause significant difficulty or expense for the employer. The applicant must be able to perform the “essential functions” of the job with or without reasonable accommodations. For further details, visit [ADA.gov](http://ADA.gov).

## Should You Disclose Your Disability?

Disclosing is a very personal decision that can vary depending on you and your circumstances. If you need an accommodation, you might find it helpful to disclose and share why. Perhaps you want the employer to understand the context of your disability and how it might affect you at work.

How and when to disclose are entirely up to you. You might decide to just share that you need an accommodation due to a disability but choose not to specify the diagnosis. Keep in mind, however, an employer can require medical documentation to establish that there is a need for an accommodation.

Talking with a trusted family member or friend can help you process this decision. A counselor from the Disability Services Center or the Division of Career Pathways can further assist you to help you prepare to disclose.

## Seeking Accommodations

If you are considering requesting an accommodation at work, start by visiting the **Job Accommodation Network (JAN)** ([askjan.org](http://askjan.org)). JAN is a wonderful source of expert and confidential guidance on workplace accommodations and disability employment issues. It includes free consulting services, a searchable online accommodation resource, a sample accommodation request letter, and referrals to other resources.

**Reasonable accommodations can vary quite a bit. Some examples include:**

- Making existing facilities, such as interview rooms, workspaces, or restrooms readily accessible to and useable by individuals with disabilities
- Providing qualified readers, sign language interpreters, or written materials in accessible formats, such as large print, braille, or audiotape
- Providing a quieter workspace or making other changes to reduce noisy distractions
- Time off for someone who needs treatment for a disability

## Additional Resources

- Additional career-related resources for students with disabilities ([career.uci.edu/diversity-career-resources](http://career.uci.edu/diversity-career-resources))
- ADA guide for people with disabilities seeking employment ([ada.gov/workta.htm](http://ada.gov/workta.htm))
- Department of Rehabilitation ([dor.ca.gov](http://dor.ca.gov))
- Ability Jobs ([abilityjobs.com](http://abilityjobs.com))
- Career One Stop ([careeronestop.org/ResourcesFor/WorkersWithDisabilities/workers-with-disabilities.aspx](http://careeronestop.org/ResourcesFor/WorkersWithDisabilities/workers-with-disabilities.aspx))
- Getting Hired ([gettingshired.com](http://gettingshired.com))
- Recruit Disability ([recruitdisability.org](http://recruitdisability.org))
- USA Jobs ([usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities](http://usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities))



## Building Skills

During your time at UC Irvine, it is important to build skills that employers value such as communication, problem solving, and teamwork. There are a number of ways to gain these skills throughout your college years. Self-advocacy skills – acting on your own behalf without using a third party to negotiate outcomes – are also vital to your ability to be successful. The Disability Services Center (DSC) helps support students in developing self-advocacy skills.



## Preparation and Exploration

You might not have a lot of exposure to or awareness of different careers, so it can be difficult to know where to begin. You can start by volunteering, joining a student club, or getting involved on campus.

**Campus Orgs at UCI** ([campusorgs.uci.edu](http://campusorgs.uci.edu))

**Volunteer at UCI** ([volunteer.uci.edu](http://volunteer.uci.edu))

A great resource to explore your interests and careers is called **My Next Move** ([mynextmove.org](http://mynextmove.org)). You can also take an interest profiler that can help identify potential careers of interest.

**ONet** ([onetonline.org](http://onetonline.org)) and the **Occupational Outlook Handbook** ([bls.gov/ooah](http://bls.gov/ooah)) are helpful websites that offer a wealth of information about a variety of careers.

The **Career Discovery Series** is a series of career panels at DCP in which professionals from a variety of industries share their work experience and advice. This is a great opportunity to learn about careers and meet people in fields you are interested in.



## Meet with Us

Stop by during our 10-minute drop-in sessions to get quick career assistance and get pointed in the right direction. You also might find it helpful to **schedule an individual appointment** with us through **Handshake** ([uci.joinhandshake.com/login](http://uci.joinhandshake.com/login)).



## Job and Internship Search

Once you've identified some careers you're interested in, we recommend getting experience through jobs and internships. DCP has workshops, webinars, career labs, and a wealth of online resources to assist with resume writing, interviewing skills, job and internship search strategies, and much more.

Visit the **DCP website** ([career.uci.edu](http://career.uci.edu)) for additional resources.

**Handshake** ([uci.joinhandshake.com](http://uci.joinhandshake.com)) is our comprehensive job and internship search platform. You can apply for jobs and internships as well as register to attend career fairs, workshops, and other events.

DCP also offers **career fairs** ([career.uci.edu/undergraduate/find-a-job/career-fairs](http://career.uci.edu/undergraduate/find-a-job/career-fairs)) and information sessions where you can meet with recruiters and learn about job and internship opportunities.

For interviewing help, log on to **Big Interview** ([uci.biginterview.com/register](http://uci.biginterview.com/register)), DCP's online system that combines training and practice to help you improve your interviewing skills and confidence.