



Presents

**Transition to Employment for
University Graduates with Disabilities
2nd Edition**

MountAllison
Meighen Centre



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The Job Search, Application, and Interview Process

Congratulations Grad!

So you've graduated from university. It's taken years of hard work, organization, and planning for you to get to this point. Take a deep breath and give yourself a pat on the back for a job well done! You have accomplished something significant. Enjoy the moment. You've earned it.

The most common question that you will likely get from family and friends at this point will be "What are you doing next?" Perhaps you've given this question a lot of thought and have your next move planned. But perhaps you are a little unsure and are weighing the options. Should you take some time to travel? Will you take more education? Or do you plan on transitioning into the workforce?

What you do after completing your undergraduate degree is a personal choice. No one can make the decision for you. But at some point most university graduates will contemplate their options in searching for employment and transitioning into the workforce.

Transition to Employment for University Graduates with Disabilities

If you are a university graduate with a disability, the process of finding and retaining employment is typically the same as for any university graduate searching for work. However, there may be additional factors that you will need to consider as you search for work: Does the nature of your disability limit the kind of tasks you are able to do? Should you disclose your disability to an employer? Will you need accommodations to perform

your job? How can you convince an employer to focus on your abilities and not your disability? How can you ensure that you will be successful in the workplace?

These extra considerations may cause some university graduates with disabilities to approach the transition to work with some degree of apprehension. However, making use of career planning tools and putting effective job search strategies in place can allay any hesitations you may have and help you to find and keep the job you want (Alberta Learning Information Services [ALIS], 2016d).

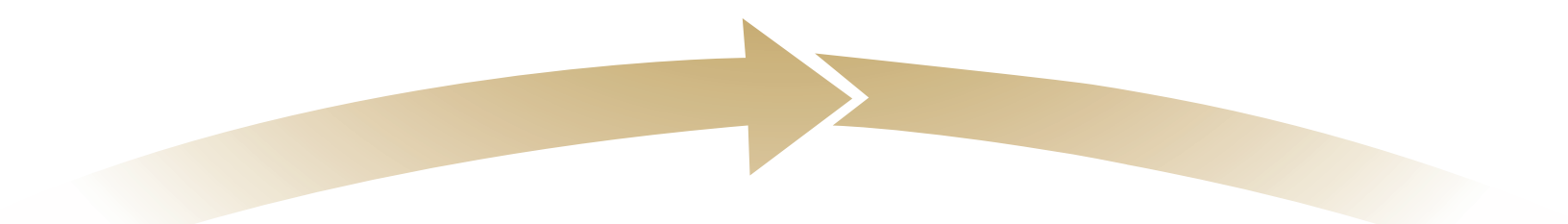
Where to Begin?

The job search process begins with an honest evaluation of who you are and what you bring to the table of a potential employer. What skills and experience do you have that an employer will value? What type of work is a good match for your abilities?

Know Yourself

One of the most important components of making a smooth transition into the workforce is knowing who you are and being able to effectively market yourself to a prospective employer. Just as effectively marketing a product involves knowing the product inside out – what it can do, as well as its limitations – so you need to know yourself well to market yourself to an employer.

Think of yourself as your own brand. Who are you? What are your strengths and weaknesses? Why should someone hire you? What do you have to offer, and why are you better than the other applicants? (Schmidt, 2017). Ultimately, you want to highlight your strengths and minimize the impact of any weakness you have.



Knowing yourself includes knowing how your disability impacts the kind of work you are able to do. Many postsecondary students with disabilities will have documentation (e.g., psychoeducational assessment) from a medical or other professional stating the nature of their disability and the impact it has on their daily routine. If you haven't taken the time to review this document in depth, now is the time to do so. If you need help understanding your documentation you should make an appointment with someone familiar with such documentation such as a disability services advisor, a career counselor who has experience working with persons with disabilities, or the professional who conducted your assessment. Ask them to explain what it means and how it will impact important decisions you make in the future, including career planning.

Being armed with this knowledge will help you to determine the kinds of jobs you should target, as well as those that you should avoid. Applying for positions that you know you are qualified for and will be able to handle will likely help you make a smooth transition into employment (ALIS, 2016c).

What Can I Do with My Degree?

Part of this evaluation includes the knowledge and experience you have gained by completing your degree. Many students are unsure of how their degree and associated major or minor areas of study relate to various career paths.

Both the University of Guelph and Carleton University have excellent resources for helping university graduates find degree-specific career information. Take some time using these tools to explore potential career paths that relate to your degree. For more

information, please explore the following links:

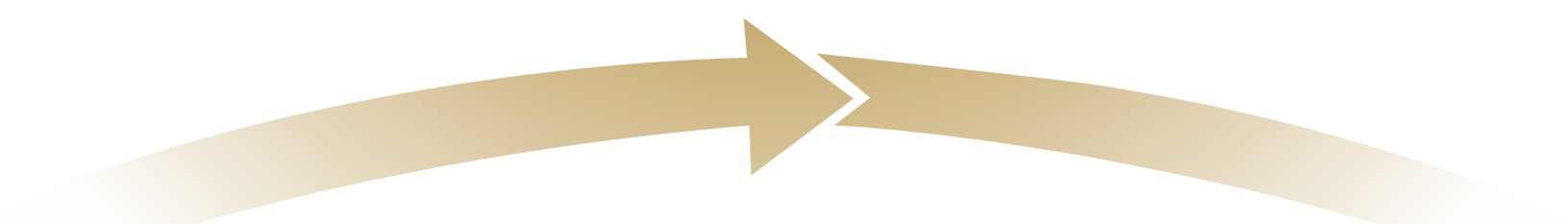
- University of Guelph Co-operative Education and Career Services <https://www.recruitguelph.ca/cecs/students-alumni/what-can-i-do-my-degree>
- Carleton University Co-op and Career Services <http://carleton.ca/career/students-alumni/resources/what-can-i-do-with-my-degree/>

These tools can give you ideas for the types of jobs that you might be interested in applying for, or gaining the experience to apply for in the future. Keep in mind that in order to secure your ideal job you may have to take a job that is less than ideal for a period of time. Don't view this as a failure or a compromise of your values; rather, view it as an opportunity to gain the experience you need to find your ideal job when the opportunity arises.

Know the Job

Once you have identified a job or career path that you would like to pursue it is important to understand what the job entails. What kinds of duties will you likely be assigned? What skills are required to successfully meet the demands of the job? Do you have those skills? Will you need accommodations to perform the job?

Answering these questions will involve doing research on the position that likely goes beyond the description in the job posting. An excellent resource for understanding the skills and duties a job entails is the Government of Canada Job Bank website (<http://www.jobbank.gc.ca/home-eng.do>). This is not simply a website where jobs are



posted. It also contains some powerful career exploration tools that can help you identify the duties a job will likely entail. The website also has information on wages associated with various jobs, as well as the outlook for those jobs in your region.

To use this tool, follow these steps:

1. Navigate to the Government of Canada Job Bank website (<http://www.jobbank.gc.ca/home-eng.do>)
2. Click on the Explore Careers tab near the top of the page. From the drop-down list, select "By Occupation" (http://www.jobbank.gc.ca/occupation_search-eng.do)
3. In the "Occupation" text box, type in key words of the job title you are interested in researching.
4. Enter the region you are interested in finding work in the "City or Postal Code" text box.
5. Click "Search"
6. Under the job title and NOC code, click on "Description | Titles | Duties | Related Occupations" and select "Duties" from the drop-down list.

This will give you an overview of the duties and tasks that are commonly performed in that particular job. You can use this as a starting point for evaluating whether a given job is a good match for your skills and abilities, and whether you may require accommodations to successfully perform some of the duties associated with that job.

Job Search

The impact of your disability is likely to be minimized when you put effective career planning and job search techniques into place.

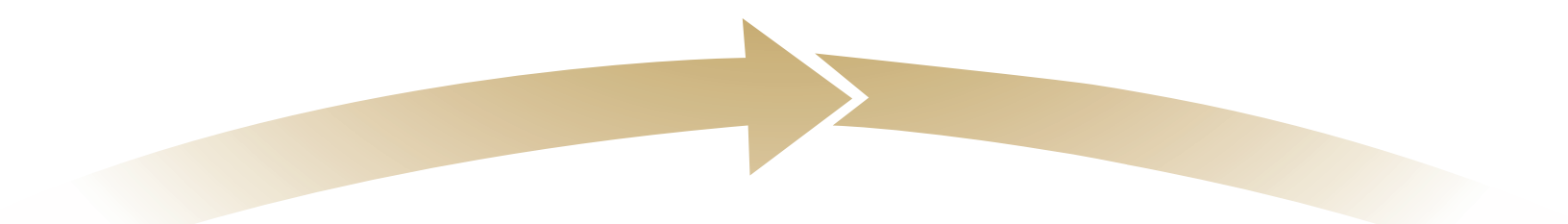
Alberta Learning Information Service (2016c) recommends the following steps when searching for work:

1. Analyze the kind of work you are able to do.
2. Look for employers who are likely to focus on your abilities and potential.
3. Figure out what you need to succeed at a job, and apply for positions that meet most of your needs.

Analyze the kind of work you are able to do. If you haven't done so already, please review the information discussed previously in the "Where to Begin?" section. Once you have taken time to evaluate yourself, your experience, your degree program, and research what duties a given job entails, you should have a sense for what positions you are qualified for and know you can perform well in. Apply for these positions.

Look for employers who are likely to focus on your abilities and potential. This is where knowing yourself, having properly assessed a job's duties, and researching a prospective employer is key. When applying for a job you will want to be sure that you have the skills required and that the work meets your needs and expectations.

When researching employers, start with a list of organizations that you would like to work for. Do they reflect your values? Examine their hiring practices. Do they have a reputation for being inclusive, hiring a diverse workforce



that includes people with disabilities? Do they state on their website or on the application form that they hire for diversity or are an equal opportunity employer?

Ask people in your network if they can recommend any employers that have a disability-friendly hiring policy. Contact employment agencies that work with people with disabilities. They are likely to know organizations that actively hire people with disabilities (ALIS, 2016b).

Employers that are federally regulated must comply with employment equity legislation. These includes the federal government, federal organizations, Crown corporations, and federally-regulated private sector companies, representing over 500 organizations in Canada that employ over 760,000 individuals. Every year these organizations must file a report to the federal Labour Program to ensure they are in compliance with the requirements of the *Employment Equity Act*. These reports are available to the public and you are able to request a list of the organizations participating in the Legislated Employment Equity Program. This can be an excellent resource for you to find an employer with a proven track record of hiring persons with disabilities.

Figure out what you need to succeed at a job, and apply for positions that meet most of your needs. It is important to know what type of job is a good fit for you and what type of work environment you are likely to thrive in. If conditions are not ideal, you might want to give thought to whether accommodations would help you to succeed at work. For example, a person with ADHD

might find it difficult to succeed in an open office environment with cubicles and high noise levels. However, that individual might be able to overcome that barrier by using noise-cancelling headphones in order to concentrate better. A study of 46 successful adults with learning disabilities found that they had searched for work environments that optimized their skills and abilities, while minimizing their weaknesses, allowing them to experience the most success (Gerber, Ginsberg, & Reiff, 1992). This is referred to as *goodness of fit*. Make this your goal when searching for employment.

Application Process

Once you have decided on which jobs and organizations you wish to apply to you will want to make sure that your application package is appealing and well-executed.

Resumes and Cover Letters. Unless you have made previous contact with a prospective employer, your cover letter and resume will be the basis of an employer's first impression of you and will determine whether you get an interview.

Remember that you are marketing yourself. You cannot afford mistakes on your cover letter or resume – both documents must be flawless. Make sure your resume is up-to-date and free of any spelling or grammar errors. Employers typically view a resume for 15 seconds to a maximum of one minute (Ryan, 2012). You will want to make sure your application package grabs their attention and doesn't give an employer any reason to rule you out (ALIS, 2016g).

According to Ryan (2012) you will want to avoid the following mistakes when creating your resume and cover letter:

- **Lying.** This should seem obvious but employers are likely to catch lies during the interview or reference checks, so don't exaggerate or lie about your accomplishments.
- **No accomplishments listed.** Avoid including dull lists of job descriptions, duties, or assigned responsibilities. Focus on your accomplishments and what results you achieved.
- **Resume too long and small font.** Most hiring managers won't read anything much more than a page, so keep your resume concise, and stay focused on accomplishments and action words that will grab the attention of the employer. Similarly, avoid trying to cram too much information in by using a small font, as resumes that are difficult to read will likely be passed over. Use a size 12 font and clean fonts (i.e., Arial, Helvetica) so your package can be easily read.
- **Spelling mistakes.** Many employers will stop reading a resume and immediately rule you out if there are spelling errors. If spelling and grammar are a challenge for you, ask a trusted friend or colleague to proofread your resume and give you feedback.
- **No cover letter.** Employers state that cover letters are very influential and can make a candidate stand out. Create a targeted cover letter that addresses the employer's needs, advertises your top skills and accomplishments, and highlights how you can perform the job.

Disclosure during the application process.

If you don't need accommodations for the job interview and feel that your performance will not be unduly affected by your disability, most experts recommend that you do not disclose your disability on a resume or application form, unless you are sure that an

employer has disability-friendly hiring policy (ALIS, 2016g). For a more in depth discussion of disclosure, please see "Should I Disclose My Disability?" in Section 2 of this guide.

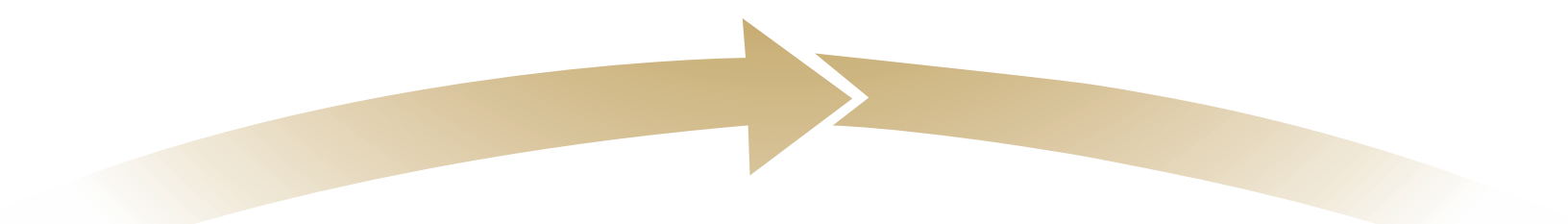
The Job Interview

The job interview can be a nerve-wracking and intimidating experience for anyone. If you have a visible disability, you may wonder how the interviewer will respond to your disability and what is the best way to address it. If you have an invisible disability, such as an anxiety disorder for example, the unknowns of the job interview may amplify feelings of anxiety, or you may wonder if or when you should disclose.

In all these scenarios, the key to a successful job interview is practice and preparation. Make no mistake about it: preparing for a job interview is hard work. But the trade-off in terms of increasing your confidence and making a positive impression that increases your chances of getting hired are well worth the effort. A job interview is too important to improvise or "wing it."

Most experts recommend the following steps when preparing for a job interview:

1. **Research the job and organization that you are applying to.** Use the company website to learn as much as you can about their products and services. Look at press releases, brochures, annual reports, and social media (ALIS, 2016g; Brown-Volkman, 2012). Also take time to review your skills and abilities against the job requirements and job posting. Think about how your skills, knowledge, interests, values, accomplishments, and personal characteristics make you a good match for the job and be ready to talk about them (ALIS 2016f).



2. **Practice.** Giving advance thought to the types of questions that will likely come up during an interview and practicing how you will respond to them will help you with feelings of nervousness or anxiety. Take some time to review common interview questions¹ and write down your responses (Brown-Volkman, 2012). Don't memorize your responses – focus on key points you want to remember – and then practice aloud so your replies come across as natural and sincere. Ask a friend or family member to role play with you. Also be sure to prepare a few questions to ask the interviewer about the job or organization that you couldn't find in your research (ALIS, 2016f).

3. **Make a positive impression.** It is important to make a good first impression, so be sure to dress and groom yourself in a professional manner. Dress how you expect the interviewer to dress (ALIS, 2016f). Be sure to arrive early. This will help alleviate unnecessary stress. Be friendly and respectful with everyone you come into contact with. Make eye contact, smile, and shake hands firmly when you meet the interviewer. Pay attention to your body language. Avoid things such as leaning back or sitting on the edge of your chair, or crossing your arms (ALIS, 2016f). Be upbeat, positive, and act confident (Brown-Volkman, 2012). Alberta Learning Information Service (2016f) also recommends the following tips during the interview:

- Turn off your cell phone when you arrive at the interview and leave it off until you leave. Use a pen and paper to make notes, rather than a laptop or other device (unless you require these as an accommodation).
- Follow the interviewer's lead. Even unusual or irrelevant questions get asked for a reason.
- Listen closely to the questions so you can answer them accurately. If you don't understand a question, politely ask the interviewer to rephrase it. If you don't know the answer, say so.
- Take a moment to think before you answer a question. Be pleasant, sincere and direct. Stay on topic.
- Avoid answering with only "yes" or "no." Try to figure out what the interviewer wants to know and answer with that in mind.
- Follow up after the interview with a thank you note or email that emphasizes 2 or 3 reasons why you're the best candidate for the job.

Applying these tips and suggestions will help you to make a strong first impression and increase your chances of receiving an offer of employment.

¹ For a list of typical job interview questions, see the following article: http://www.higherbracket.ca/article_acc_the_interview_dbv.php



Know Your Rights

While preparing for questions that might come up during a job interview, it is also important to think about how you might respond to inappropriate questions that a prospective employer might ask you during a job interview. For example, under the New Brunswick *Human Rights Act* it is inappropriate for an employer to ask questions on several grounds that could be discriminatory, including a candidate's age, race, religion, sexual orientation, or mental or physical health (New Brunswick Human Rights Commission, 2014). You do not have to answer questions that ask for specific information on such topics.²

If such questions come up during the application process, you can simply write "not applicable" on the form; otherwise you should politely and tactfully tell the interviewer that the question is inappropriate. It is possible that you can address the underlying concern that prompted the question (e.g., concerns about attendance, reliability, commitment, fit within organization, etc.) by re-framing the question and speaking about your positive qualities, such as strong work ethic, excellent attendance record, or desire to succeed in an organization, for example (ALIS, 2016c).

Disclosure during the interview process.

As mentioned previously, if you don't need accommodations for the job interview and feel that your job performance will not be unduly affected by your disability, most experts recommend that you not disclose your disability during a job interview, unless you are sure that an employer has disability-friendly hiring policy (ALIS, 2016e). For a more in depth discussion of disclosure, please see "Should I Disclose My Disability?" in Section 2 of this guide (ALIS, 2016b).

However, if you have a visible disability or do decide to disclose during the interview process, be sure to leverage the skills you have developed as a result of your disability to your advantage. Give yourself credit for unique skills you have developed as a result of meeting the challenges of your disability, such as creativity, flexibility, positive attitude, problem-solving skills, and determination (ALIS, 2016d). These are skills that employers value highly and will be an asset to you if you are able to highlight them during the application or interview process.

² If you feel that your rights have been violated during the application or interview process, it is recommended that you contact your provincial human rights chapter for guidance. Contact information for the New Brunswick Human Rights Commission can be found here: http://www2.gnb.ca/content/gnb/en/contacts/dept_render-er.6123.html

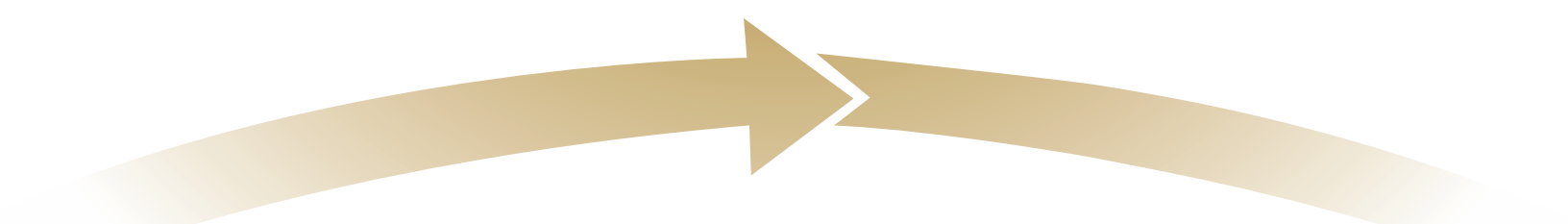


Know the Business Case for Hiring Persons with Disabilities

Employers may not know that it makes good business sense to hire persons with disabilities. If you have a visible disability or otherwise decide to disclose your disability during the job interview, being able to educate an employer on the business case for hiring persons with disabilities can help you to market your skills to employers (ALIS, 2016b). You might wish to mention these advantages when an employer asks you what assets you bring to the organization or in response to the question “Why should I hire you?”

If you are unfamiliar with the business case for hiring persons with disabilities, take note of the following advantages for employers with inclusive hiring practices:

1. **Reduced staff turnover.** Studies have shown that persons with disabilities keep their jobs longer, resulting in better retention rates compared to other employees. Numerous companies, such as Walgreens, Tim Horton’s, Pizza Hut, Marriot, and Washington Mutual have reported significantly lower turnover rates among employees with disabilities compared to employees without disabilities. This results in significant savings in terms of recruitment, hiring, and training. By some estimates the cost of new hires or internal transfers can range from \$3,000 to \$20,000 or more, making the case for hiring a person with a disability a measurable financial advantage (HRSDC, 2013; NBESS 2015).
2. **Reduced absenteeism.** It is a myth that employees with disabilities are absent from work more often than employees without a disability. Both studies from DuPont and DePaul University have found that the attendance of employees with disabilities to be equal to or exceed that of employees without disabilities. Statistics provided by Tim Horton’s franchisee Megleen Inc. found an absentee rate of zero for 35 employees with disabilities (representing 17% of their workforce) in 2011 (NBESS, 2015).
3. **Minimal costs for accommodation.** A misconception that some employers hold is that the costs of accommodating an employee are high. The reality is that in most cases the cost of accommodating an employee is little or nothing. Research conducted by the Job Accommodation Network (JAN, 2015) in the United States found that approximately 58% of workplace accommodations cost nothing, while the remainder incurred an average one-time cost of \$500 on average. Benefits employers experienced as a direct result of accommodating an employee with a disability included retention of valued employees, increased productivity, and reduced costs of training new employees. Employers in the study also cited several indirect benefits that included improved company morale, improved interactions with co-workers and customers, and increased overall productivity in the company.
4. **Access to a skilled, underutilized talent pool.** As the population ages and baby boomers exit the workforce, employers face the challenge of finding skilled, talented people to fill vacant positions. Experts suggest there will be a race for talent in the coming decades. There are approximately 795,000 Canadians with disabilities who are unemployed but are



able and willing to work. Almost half of these have post-secondary education (ALIS, 2016b; Human Resources and Skills Development Canada [HRSDC], 2013, New Brunswick Employer Support Services [NBESS], 2015). Businesses hoping to find and retain talent simply cannot ignore this pool of potential employees.

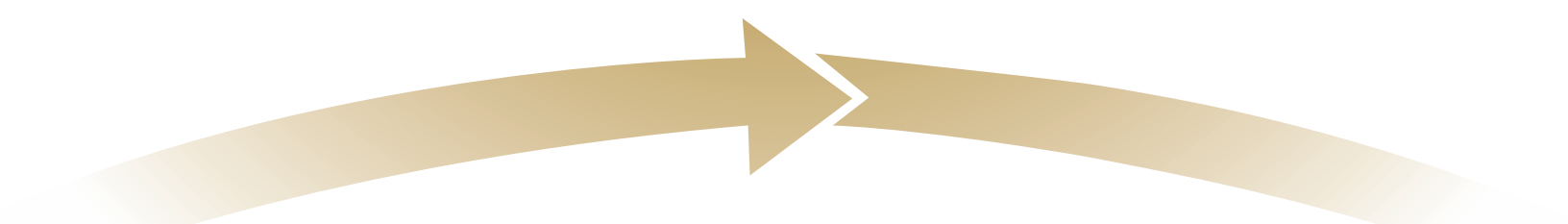
5. **Competitive advantage.** Close to 40 million North Americans self-identify as having a disability. This represents a substantial proportion of the population that are potential consumers. It is estimated that persons with disabilities have an annual purchasing power of over \$25 billion in Canada alone. When businesses hire persons with disabilities they are hiring individuals who recognize and understand the needs of this population, allowing companies to effectively market to customers with disabilities and reach a broader customer base that is representative of the population. Additionally, promoting inclusion also influences family and friends of persons with disabilities in the products they buy and businesses they choose to support (ALIS, 2016b; HRSDC, 2013; NBESS, 2013).

6. **Improves public image and reputation.** An organization that promotes an inclusive vision can reach a broader customer base. Hiring for diversity and inclusivity can raise the image and goodwill of an organization. (ALIS, 2016b; NBESS, 2013). According to one study, 92% of consumers say they are more inclined to do business with companies that have inclusive values and are recognized as open and fair employers (Creative Workforce Solutions, n.d.).

7. **Promotes universal access.** When an organization is open to diversity, inclusivity, and accommodations for employees, everyone benefits, including other employees and clients. For example, installing automatic doors benefits not only an employee with a disability, but also other employees or customers who might be carrying items in their arms. When an organization promotes universal access and employs a workforce that is reflective of society, people of all backgrounds feel welcome and comfortable in that environment. As the Canadian population ages, it is likely that the proportion of persons with a disability will rise in the coming years. Promoting universal access now will prepare an organization to meet the demands of an aging population in the future (ALIS, 2016b; NBESS, 2015).

8. **Positive impact on staff and clients.** Hiring for diversity and inclusion can have a positive impact on employee creativity and innovation, helping employees to be open to changes and new developments. Studies have shown that the presence of persons with disabilities on a team improves employee morale, satisfaction, teamwork, and motivation, and does not cause more conflicts or communication problems (North East Community Partners for Inclusion, 2005). Hiring persons with disabilities can also improve client relations, as a person with a disability may have understanding and expertise in dealing with challenges in mobility, learning, work style, or communication (ALIS, 2016b; NBESS, 2015).

9. **Promotes innovation and creativity.** Because of the challenges and barriers that they have to overcome, people



with disabilities have learned to develop alternative paths to adapt and accomplish tasks by thinking differently and creatively. These skills can translate over into employment, facilitating innovation in the workplace through the creation of new ideas, products, and services. Studies have demonstrated that “organizations leveraging diversity are better able to adapt to changes in the external environment, and are more innovative in anticipating and responding to these changes” (HRSDC, 2013; NBESS, 2015).

Preparing for the job search and interview process is hard work. But the trade-off in terms of increased confidence and making a positive impression that increases your chances of getting hired is well worth the effort!

Summary

Transitioning from university into the workforce can be a daunting process for any graduate. Graduates with disabilities will want to make good use of career planning tools and effective job search strategies in order to maximize their chances of getting hired.

When you begin the job search and application process you will want to:

- Know yourself and abilities well
- Know what duties a prospective job entails
- Target positions that maximize your strengths and minimize your weaknesses
- Make sure your application package is accurate, professional and free of errors
- Prepare well for interviews by doing research and practicing how you will respond to questions
- If you decide to disclose your disability during the application or interview process, highlight skills you have developed as a result of your disability and be prepared to make the business case for hiring a person with a disability.



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3 Please note that links to articles can change with-
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Disclosure, Accommodation, Legal Rights and Obligations

Should I Disclose My Disability?

Many students with disabilities wonder if they should disclose that they have a disability to a prospective employer during the hiring process. There is no right or wrong answer to this question. Disclosing that you have a disability is a personal decision. No one can tell you whether you should disclose or not. The decision to disclose or not, and the timing around disclosure, is completely up to you.

Making the Decision

In making the decision you should carefully weigh the pros and cons of disclosure. Each situation will be different, depending on the nature of your disability and the duties you will need to perform.

Visible Disabilities. In the case of a visible disability that is obvious to an employer, give some forethought to the timing of disclosure. If you need accommodations for the job interview (e.g., ASL interpretation, making sure the interview location is wheelchair accessible, etc.) it would be better to make these arrangements in advance rather than take a potential employer by surprise. This will give the employer time to prepare if alternative arrangements need to be made and will show the employer that you are proactive and take initiative.

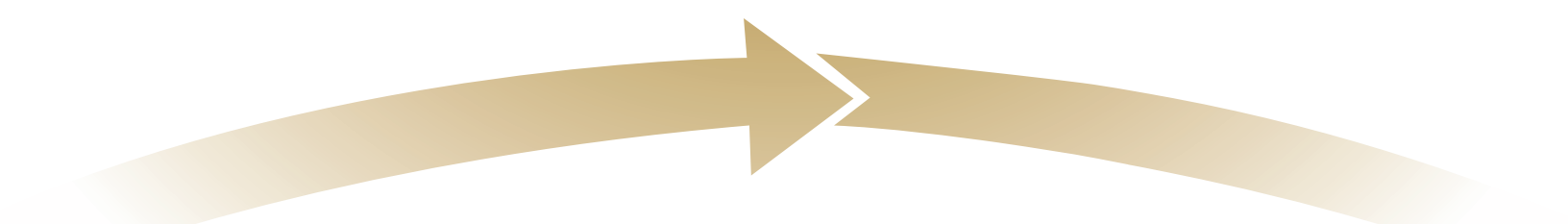
Depending on the requirements of the job, a prospective employer may have questions about how your disability will impact your ability to perform job-related tasks. Some employers will ask you directly about this; others may be hesitant or unsure how to broach the subject. Be upfront and honest

about your abilities as well as your limitations. Employers may have misconceptions about your disability, so be prepared to clarify any misconceptions in a respectful manner. Rather than focusing on limitations, be sure to talk about your disability in a positive way and be able to explain how your abilities will allow you to meet the requirements of the job. If safety is a concern, be sure to discuss this with your employer to ensure the safety of you, your co-workers and clients.

Alberta Learning Information Service (ALIS, 2016b) provides these helpful tips for successful disclosure of a disability to a prospective employer:

- If you've had little success in disclosure situations or feel uncomfortable, try role playing the disclosure process with supportive friends or family members.
- Be positive. Focus on your skills and qualifications and don't present your disability as a weakness.
- Be prepared to address any concerns employers might express, even if they're not expressed directly.
- Know what workplace accommodations you may need, including their availability, cost and funding programs the employer can access.
- Anticipate the employer's questions about your disclosure and know how you'll answer them. Use examples.

Invisible Disabilities. It is entirely possible that if you have an invisible disability there may be no need to disclose that you have a disability at all, especially if you believe that your disability will not have an impact on your job performance. Disclosure of an invisible disability is a personal choice. If your safety or the safety of others is a concern then you will need to disclose at an



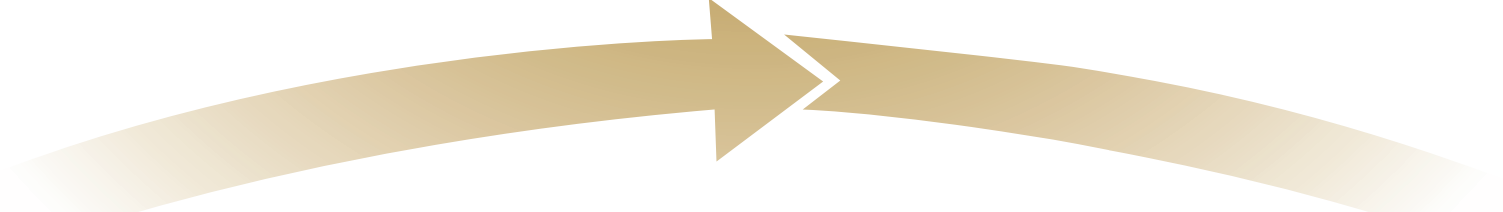
appropriate time (ALIS, 2016c). Otherwise you will need to weigh the pros and cons of whether to disclose or not and when the best time to do so would be.

An important consideration is a prospective employer's view of your disability. Unfortunately, there are still many misconceptions and stereotypes surrounding disabilities, and not all employers are immune to biases and misinformation. Because of this, some employers will not hire an individual if they know the applicant has a disability. Therefore, unless you know that an employer has a disability-friendly hiring policy, disclosing your disability on an application form, resume, or during an interview may place you at a disadvantage, or may be used to screen you out from other applicants (ALIS, 2016b). Unless you know that you will need accommodations to perform the job, most experts recommend to not disclose until an offer of employment is made.

When deciding whether to disclose an invisible disability, consider the following questions (ALIS, 2016c):

- Will disclosure help or hurt your chances of getting or keeping work?
- How will the employer react?
- What are the misconceptions about your disability and how will you address them if you disclose?
- If your disability is under control, is there a reason to disclose?⁴
- Do your coping strategies allow you to meet the job requirements?
- If you know you can't perform some of the duties in the job description because of your disability, would disclosure encourage the employer to modify the job to fit your abilities?

⁴ If your disability is under control you may decide that you do not need to disclose an invisible disability after having accepted a job offer. If this is the case, Alberta Learning Information Services (2016c) notes that it is important that you get a letter from your doctor documenting that "at the time of employment, you were deemed fit to work." Keep this letter for your records so that, in the event that the status of your disability changes and you need to disclose, you can demonstrate that you were effectively managing your disability when you were hired and had no need to disclose at that time.



The following table adapted from Alberta Learning Information Service (2016b) can help you weigh the pros and cons of disclosure at various points in the hiring process:

Option	Advantages	Disadvantages	Recommendations
Third party referral	Recommended by someone the employer knows Employer is aware of your situation	Little control over what is said about you You could be screened out	Good option if the person recommending you is supportive Follow up with a call to the employer
Application, resumé or cover letter	Demonstrates openness Employer may be recruiting for diversity	Could be used to screen you out Limited space to describe abilities, accommodations Can't address employer's concerns	Use if employer has equity program Focus on your skills and abilities
When interview is scheduled	Employer is interested Allows employer to prepare Provides opportunity to discuss your disability	Employer may react negatively You may not receive serious consideration	If you require accommodations for the interview, disclose at this time Call employer to disclose if someone else booked the interview
After interview is scheduled	Same as above	Same as above	Same as above Gives time to prepare
When you meet employer	Reduces risk of employer forming preconceived opinions	Employer might react negatively to surprise	Use this method if you are confident you can keep the employer focused on your abilities
During the interview	You can reassure employer You can answer questions	Same as above	If your disability is not visible, use this option and focus on your abilities
After receiving a job offer	If your disability won't adversely affect your ability to do the work, employer can't withdraw offer	Possible strong negative reaction from employer	In this situation, if your disability is invisible, you may choose not to disclose at all



Final Thoughts on Disclosure...

Ultimately, the decision to disclose is a personal one, based on weighing the pros and cons while taking into consideration the nature of your disability, your strengths, weaknesses, and the demands of the job you are applying for.

By putting effective career planning and job search techniques into practice you will likely be able to minimize any concerns you may have around the disclosure of your disability (ALIS, 2016c).

Keep in mind that if you feel that you will need accommodations in the workplace you will likely need to have a conversation with your employer and disclose your disability.

Accommodation in the Workplace

You may find it to be the case that your disability requires some sort of accommodation in the workplace. Accommodations involve a change to the work environment or your duties in order for you to successfully carry out your job (Canadian Human Rights Commission, 2013). Examples of workplace accommodations may include such things as making a workspace accessible, use of specialized software or equipment, flexible working conditions, adjustment or reassignment of duties, to name a few.

What is the Duty to Accommodate?

In Canada employers have a legal obligation to “identify and eliminate any rules, policies, practices, facilities or equipment that may have a discriminatory effect against employees or *potential employees* [emphasis added] and limit their opportunities for employment” (WorkSafeNB, New Brunswick Department of Post-Secondary Education

[PETL], & New Brunswick Human Rights Commission [NBHRC], 2013). This is referred to as the duty to accommodate. This legal obligation is mandated in all provinces and territories by provincial human rights acts.⁵ Federally-regulated workplaces are subject to the *Canadian Human Rights Act* through the Canadian Human Rights Commission.

The Accessible Canada Act (Bill C-81)

is new legislation passed by the Government of Canada in 2019 to remove barriers to accessibility for persons with disabilities. According to the Government of Canada, the Act will “help to change the way that the Government of Canada and organizations within federal jurisdiction address disability and interact with Canadians” (Government of Canada, 2019b).

The Act will apply to all sectors under federal jurisdiction, including the banking, telecommunications, banking, and transportation industries and will set out requirements that organizations must follow in order to remove barriers to accessibility. The new Act is designed to improve access to employment opportunities, accessibility in buildings and public places, the design and delivery of services, and ensure access to accessible goods. The Act will come into effect on a date to be determined by the Governor in Council (Government of Canada, 2019a).

⁵ While every province and territory in Canada recognizes the duty to accommodate, each province has different grounds that constitute discrimination. Be sure to review the grounds in your province or territory (HR Council, 2016).



How Does It Work?⁶

Essentially, if you have a disability or develop a disability during the course of employment, your employer must provide reasonable accommodations in order for you remain in your job. Disabilities covered in the New Brunswick *Human Rights Act* include most physical and mental conditions that affect ability, and covers both visible and invisible disabilities. Examples of invisible disabilities under this definition include physical health conditions, such as diabetes and epilepsy, and mental health conditions, such as intellectual impairments, learning disabilities, mental health disorders, drug and alcohol dependency, depression, and burnout (WorkSafeNB et al., 2013).

There are a number of options available for an employer to accommodate an employee with a disability depending on the unique circumstances of each situation. The following list from WorkSafeNB et al. (2013) provides examples of some accommodations that may be utilized:

- Purchase or modify computers for use by employees with visual or other impairments
- Provide wheelchair ramps and accessible bathrooms
- Modify job duties (light duties)
- Reconfigure job duties
- Alter job schedule
- Provide time off for medical appointments
- Allow for part-time hours, full-time hours, or flex-time

6 This section will refer to the procedures in place in the province of New Brunswick under the New Brunswick Human Rights Act. However, the legal requirements of the duty to accommodate are similar across Canada, and also widely recognized in the United States (WorkSafeNB, 2013).

- Accept some degree of absenteeism due to a disability
- Move employee from night shift to day shift
- Transfer employee to a different position
- Offer rehabilitation
- Offer training
- Hire an assistant or a temporary replacement

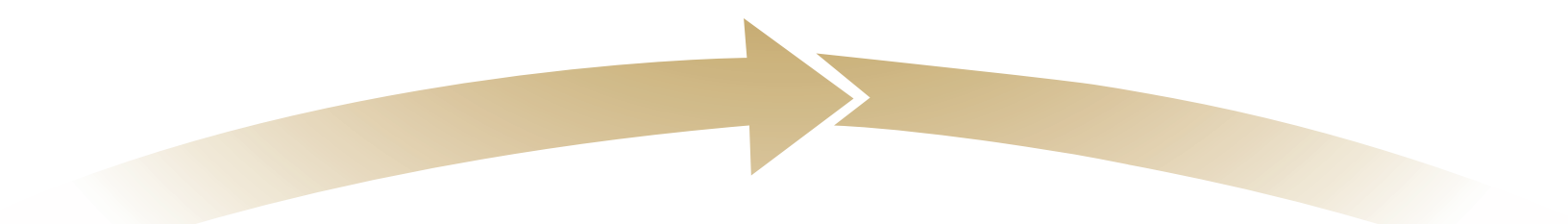
How Can I Ask for an Accommodation?

While it is clearly established that employers in Canada have a legal duty to accommodate employees with disabilities, your manner, attitude and approach in seeking a workplace accommodation can make a great difference to making the process a smooth and successful one.

Do not assume that your employer understands what accommodations you need or how an accommodation can be implemented. While an employer may understand that they have a legal obligation to accommodate you, they may not understand what your specific needs are, or may be under the impression that implementing accommodations will be difficult, time-consuming, or expensive.

Be an expert on your disability. View it as your role to be a self-advocate and respectfully educate your employer on the issue. Present your request to your employer once you have already mapped out the solution.⁷ It is recommended that you place your request for accommodation in writing in order to

7 An excellent resource for accommodations in the workplace can be found at askjan.org. This website includes the Searchable Online Accommodation Resource (SOAR), which allows users to search for accommodation options for various types of disabilities. SOAR can be accessed from the following link: <https://askjan.org/soar/index.htm>



keep the request documented throughout the process. Clearly explain to your employer why you need the accommodation and how it will help you to perform your duties successfully.

Keep in mind that you do not need to disclose any personal or confidential information that is unrelated to your accommodation request, although you may have to provide medical or other documentation to support your request (WorkSafeNB et al., 2013).

Alberta Learning Information Services (2016a) makes the following recommendations when talking to your employer about accommodations:

- Take care of your own needs, if possible, by providing equipment or technology. This removes a potential barrier for employers who are considering your application.
- Be open, honest and clear when you request an accommodation. Give examples so the employer can understand what's involved.
- Explain what your specific needs are. Don't expect your employer or co-workers to anticipate them.
- Know how much it costs to provide physical accommodations you need and where they can be purchased.
- Know what funding is available for accommodations and show your potential employer how to access it.
- Offer solutions and suggestions. Emphasize what the accommodation will enable you to do.

In most cases, accommodations cost very little and are easy to implement. Make it easy for your employer to implement an accommodation by presenting them

with specific information along with the solution. This will likely facilitate a positive interaction resulting in your getting the accommodations you need.

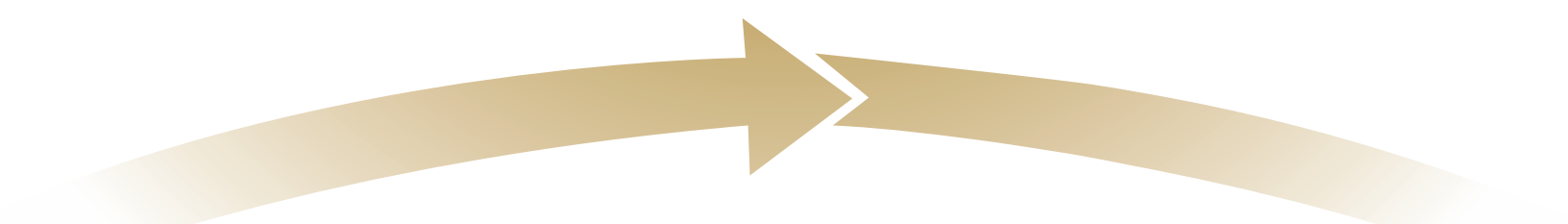
What If I Am Denied an Accommodation?

Under the duty to accommodate, employers must accommodate employees with disabilities to a reasonable degree unless this places the employer in a position of undue hardship. How undue hardship is defined depends on a number of different factors and varies from one situation to the next. The standard for what constitutes undue hardship is high, and in most cases an employer will be legally obligated to provide the accommodation (WorkSafeNB et al., 2013)

According to the New Brunswick Human Rights Commission (NBHRC; 2014), some common factors considered when determining if an accommodation constitutes undue hardship are:

- Extremely high financial costs
- A serious disruption to a business
- Health and safety considerations
- A very long absence of indefinite duration
- A substantial interference with the rights of other employees
- Inability to renovate the facilities to accommodate an employee
- Inability to interchange, alter or substitute duties within the workforce
- The extent to which the inconvenience would prevent the employer from carrying out the purpose of its business.

It is important to note that *an employer does not make the determination of what constitutes undue hardship*. If your employer denies an accommodation on the grounds of undue hardship, you may file a human



rights complaint with the New Brunswick Human Rights Commission (HRC). The HRC will determine whether implementing the accommodation would place undue hardship on your employer. As previously noted, the standard for undue hardship is strict and, in most cases, it will be determined that the accommodation is reasonable.

Keep your expectations reasonable when requesting an accommodation. You may not get *exactly* the accommodation you requested but may be granted a reasonable accommodation that does not place undue hardship on your employer. If this is the case it is recommended that you accept any reasonable efforts your employer makes toward your request, even though it may not be perfect or your ideal solution (WorkSafeNB et al., 2013).

Summary

One of the biggest questions university graduates with disabilities have is whether or not they should disclose their disability to an employer.

In making the decision to disclose or not, some important considerations are:

- Disclosure is a personal decision; some individuals will disclose, while others choose not to
- If you have a visible disability, give some forethought as to the timing of disclosure, especially if you are going to need accommodations
- If you have an invisible disability, you may not need to disclose unless your ability to perform some tasks or safety is a consideration

- If you decide to disclose, talk about your disability in a positive way by focusing on abilities, not limitations, if any
- To know what accommodations you will need and work with your employer to implement them

One reason why persons with disabilities will disclose is if they need accommodations to perform some of their duties.

If you need accommodations in the workplace, keep in mind the following:

- In Canada, employers have a legal obligation to provide reasonable accommodations to employees with disabilities
- Be an expert on your disability and clearly explain to your employer why you need the accommodation and how it will help you perform your duties successfully
- In most cases, accommodations cost relatively little and are easy to implement
- If your employer denies a request for accommodation they must demonstrate that the accommodation places them in a position of undue hardship
- If your employer denies an accommodation you may appeal the decision to your local human rights commission
- Keep your expectations reasonable and work with your employer to come up with a suitable solution



References & Resources⁸

Alberta Learning Information Service (2016a). *Accommodations – working with your disability*. Retrieved from <https://alis.alberta.ca/succeed-at-work/additional-resources-for-specific-audiences/for-persons-with-disabilities/accommodations-working-with-your-disability/>

Alberta Learning Information Service (2016b). *Disclosure: What to say about your disability – and when*. Retrieved from <https://alis.alberta.ca/look-for-work/additional-resources-for-specific-audiences/for-persons-with-disabilities/what-to-say-about-your-disability-and-when-to-say-it/>

Alberta Learning Information Service (2016c). *Talking about invisible disabilities*. Retrieved from <https://alis.alberta.ca/plan-your-career/additional-resources-for-specific-audiences/for-persons-with-disabilities/talking-about-invisible-disabilities/>

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HR Council. (2016). *HR policies and employment legislation*. Retrieved from http://www.employmentincentives.com/state_incentives/documents/Vermont/cws_employer_toolkit.pdf

New Brunswick Human Rights Commission. (2014). *Guideline on accommodating physical and mental disabilities at work*. Retrieved from <http://www2.gnb.ca/content/dam/gnb/Departments/hrc-cdp/PDF/Guideline-Accommodating-Disability-at-Work-New-Brunswick.pdf>

WorkSafeNB, New Brunswick Department of Post-Secondary Education, & New Brunswick Human Rights Commission. (2013). *Accommodation at work*. Retrieved from http://www.worksafenb.ca/docs/dtaaccommodationatwork_e.pdf

Government of Canada (2019b). *Canada's first federal accessibility legislation receives Royal Assent*. Retrieved from <https://www.canada.ca/en/employment-social-development/news/2019/06/canadas-first-federal-accessibility-legislation-receives-royal-assent.html>

Government of Canada (2019b). *Making an accessible Canada for persons with disabilities*. Retrieved from <https://www.canada.ca/en/employment-social-development/programs/accessible-people-disabilities.html>

8 Please note that links to articles can change without notice

Organization	Non-for-profit	Mental Health	Developmental Disability	Traumatic Brain Injury	Learning Disability	Hard of Hearing	Visually Impaired	Autism	Mobility	English only	French only
Ability New Brunswick											
Atelier L'Artisan	X								X		
Canadian Council on Rehabilitation and Work			X								
Canadian Mental Health Association New Brunswick	X	X	X		X	X	X	X	X		
Canadian National Institute for the Blind	X	X									
Carleton Victoria Community Vocational	X						X				
Catena Jobs Plus Skill and Development Centre Inc.	X		X								
Centre Horizon	X		X						X		
Crosswinds Centre			X								
EmployAbility Now	X		X						X		
Ergon			X						X		
Fredericton Works			X								
Key Industries	X					X				X	
L' Atelier des Copains Co-Op Ltd.			X								
Let's Work			X								
M.E.T.S.		X									
M.O.R.E. Services Inc.			X								
Minlak Training Program			X								
National Educational Association of Disabled Students			X								
Neil Squire Society		X	X			X	X		X		
New Brunswick Association for Community Living									X		
New Brunswick Deaf and Hard of Hearing Services Inc.						X					
Open Sky	X					X					
Options Employment Outreach Inc.	X										
Oromocto Training & Employment Centre Inc.		X	X				X		X		
Post-Secondary Education, Training and Labour			X								
Premier's Council on the Status of Disabled Persons		X	X			X	X				
Restigouche Residential Agency Inc.											
Schizophrenia Society of New Brunswick			X								
St. Croix Vocational Centre Inc.		X									

APPENDIX

Employment Support Providers for Persons with Disabilities

The following is an alphabetical listing of employment support providers.

Ability New Brunswick

Overview of Organization: Our mission is to empower the independence and full community participation of persons with disabilities throughout New Brunswick who have a mobility disability.

Programs/Services Offered:

- ✓ Vocational/Employment
 - Job Search, Application Support, Education, Funding

Locations:

Fredericton Office
440 Wilsey Rd.
Fredericton, NB
E3B 7G5
1-506-462-9555

Moncton Office
236 St. George St.
Moncton, NB
E1C 1W1
1-506-858-0311

Contact:

info@abilitynb.ca

ADAPT Agencies

Overview of Organization: Serves people with intellectual/developmental disabilities; with a focus on increasing quality of life by offering programming that is geared towards obtaining and maintaining employment.

Atelier L' Artisan

Programs/Services Offered:

- ✓ A branch of ADAPT agencies

Location:

280 Old Shediac Rd.
Memramcook, NB
E4K 1W3
1-506-758-2751
artisan@bellaliant.net

The Canadian Council on Rehabilitation and Work (CCRW)

Overview of Organization: To promote and support meaningful and equitable employment of people with disabilities. As innovators and agents of change, we build partnerships, develop skills, share knowledge and influence attitudes.

Programs/Services offered:

- ✓ Employment Services
 - Career Counselling, Skill Development, Job Search, Application Support
- ✓ The Partners Approach (Saint John)
 - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post-hiring Services
- ✓ WORKink (Canada wide)
 - Online Help & Job Search

Location:

535 Main St.
Moncton NB
E1C 1C4
1-506-858-1650
mlegere@ccrw.org



**Canadian Mental Health Association of
New Brunswick (CMHA)**

Overview of Organization: As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

Programs/Services offered:

- ✓ At Work (Fredericton)
 - Career Counselling, Job Search, Application Support, Post-Hiring Services
- ✓ Working Stronger Together (St. Stephen & St. George)
 - Job Search, Application Support, Skill Development

Locations:

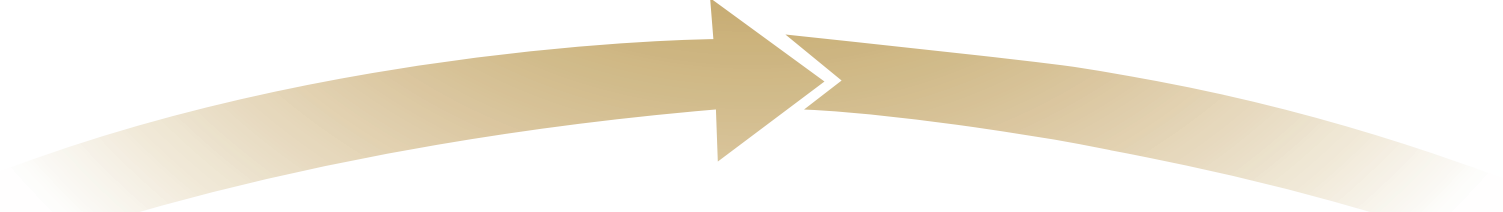
Fredericton Office (Provincial)
403 Regent St., Suite 202
Fredericton, NB
E3B 3X6
1-506-455-5231
info@cmhanb.ca
<http://cmhanb.ca/about-cmha/>

Saint John Office
560 Main St., Suite A315
Saint John, NB
E2K 1J5
1-506-633-1705
saintjohn@cmhanb.ca

Moncton Office
22 Church St., Suite 331
Moncton, NB
E1C 0P7
1-506-859-8114
Moncton@cmhanb.ca

St. Stephen Office
123 Milltown Blvd., Suite 100
St. Stephen, NB
1-506-466-7566
Jennifer.price@cmhanb.ca

St. George Office
5 Riverview Ave.
St. George, NB
1-506-755-4147



Canadian National Institute for the Blind (CNIB)

Overview of Organization: CNIB is a registered charity, passionately providing community- based support, knowledge and a national voice to ensure Canadians who are blind or partially sighted have the confidence, skills and opportunities to fully participate in life.

Programs/Services Offered:

- ✓ Employment Services
 - Career Counselling, Skill Development, Job Search, Application Support
- ✓ The Partners Approach (Saint John)
 - Career Counselling, Skill Development, Job Search, Application Support, Disclosure Support, Accommodation Support, Funding, Post Hiring Services
- ✓ WORKink (Canada wide)
 - Online Help & Job Search

Locations:

Moncton Office
525 Main St.
Moncton, NB
E1C 1C4
1-506-857-4240

Saint John Office
40 Charlotte St., Suite A-150
Saint John, NB
E2L 2H6
1-506-634-7277

Fredericton Office
77 Westmorland St., Suite 130, Frederick Square
Fredericton, NB
E3B 6Z3
1-506-458-0060

Bathurst Office
270 Douglas Av.
Bathurst, NB
E2A 1M9
1-506-546-9922

Contact:

<http://www.cnib.ca/en/Pages/default.aspx>
<https://www.facebook.com/myCNIB/>
<https://twitter.com/CNIB>
Toll-Free: 1-800-563-2642



Carleton Victoria Community Vocation Board Inc. (CVCVB)

Overview of Organization: CVCVB is a community based non-profit service provider committed to promoting and delivering a diverse range of services that support individual choices and facilitate quality life styles.

Programs/Services Offered:

- ✓ Career Information Centre, Community-Based Services, Employment Assistance Service
- ✓ A Branch of ADAPT Agencies

Location:

344 East Riverside Dr.
Perth-Andover, NB
1-506-356-1985
abunker@nbnet.nb.ca
<http://www.cvcvb.ca/>

Catena Jobs Plus Skills and Development Centre Inc.

Programs/Services Offered:

- ✓ A Branch of ADAPT Agencies

Location:

1123 Grandview Av.
Saint John, NB
E2J 4P6
1-506-696-5672
catena@nbnet.nb.ca

Centre Horizon Centre

Programs/Services Offered:

- ✓ A Branch of ADAPT Agencies

Location:

506 Chemin de l'Église
Saint-André, NB
E3Y 2Y6
1-506-473-5746
centrehorizon@nb.aibn.com

Crosswind Employment Assistance Services

Overview of Organization: Our primary goal is to break down barriers and build opportunities for people with intellectual and/or physical disabilities. Adhering to a holistic and strengths-based approach, we strive to build upon the values, skills and strengths of our participants, as well as the communities we work with. We believe no community is whole until everyone has the opportunity to reach their fullest potential and until all are included in meaningful and supportive ways.

Programs/Services Offered:

- ✓ General Aid
 - Job Search, Hidden Job Market, Application Support, Referrals, Skill Development, Funding, Accommodation Support

Location:

100 Leonard Drive
Sussex, NB
E4E 2R2
1-506-432-7500
crosswin@nbnet.nb.ca
<http://crosswindcenter.org/>



EmployAbility Now

Overview of Organization: Under the programming of the New Brunswick Association for Community Living.

Programs/Services Offered:

- ✓ General Aid
 - Career Counselling, Online Support, Hidden Job Market, Job Search, Application Support, Accommodation Support

Locations:

Moncton Office

15 Flanders Ct.

Moncton, NB

E1C 0K6

1-506-854-3499

Fax: 1-506-854-2057

Miramichi Office

1750 Water St., Suite 207

Miramichi, NB

E1N 1B5

1-506-778-9999

Fax: 1-506-778-2578

Ergon Inc.

Programs/Services Offered:

- ✓ A Branch of ADAPT

Location:

145 Traynor St.

Riverview, NB

E1B 3B1

1-506-857-0014

ergoninc@rogers.com

Fredericton Works

Overview of Organization: This agency is provided by The Saint John Deaf and Hard of Hearing Services and funded by Post-Secondary Education Training and Labour, New Brunswick.

Programs/Services Offered:

- ✓ Academic Skills
 - Communication, Thinking, Learning
- ✓ Personal Management Skills
 - Positive Attitudes and Behaviours, Responsibility, Self-Esteem and Self-Confidence, Decision-Making Skills, Problem-Solving Skills, Flexibility
- ✓ Employment Counselling Includes
 - Employers Expectations, Hearing Culture and Norms, Deaf Culture and Norms, Real World (Reality Therapy), Interpersonal Skills, Interviewing Skills and Techniques, Job Application Forms Training Program, Career Decision Making, Resume Preparation, Job Search Coaching
- ✓ Fine-Tuning Skills
 - Discovering your Interests and Skills, How to Contact an Employer, How to use the Relay Services for Employer Contacts and Follow-Ups, The Importance of Employer Follow-Ups, How to Properly use an Interpreter in a Job Interview, Vocabulary used by Employers and what to Expect

**Location:**

420 York St., 3rd Floor
Fredericton, NB
E3B 3P7
Phone/TTY: 1-506-450-9354
Cell: 1-506-478-0980
ftonworks@nb.aibn.com
<http://www.frederictonworks.ca/>

Key Industries

Overview of Organization: Providing services to empower person with a disability to achieve social, community and economic independence.

Programs/Services Offered:

- ✓ A branch of ADAPT Agencies

Location:

239 Charlotte St.
Saint John, NB
E2L 2K1
1-506-634-6888
info@keyindustries.ca
<http://www.keyindustries.ca/>
<http://facebook.com/KeyIndustries/>

L'Atelier des Copains Co-Op Ltd.**Programs/Services Offered:**

- ✓ A Branch of ADAPT Agencies

Location:

1710 Rt. 205
Saint-François de Madawaska, NB
E7A 1P8
1-506-992-2739
ateliers@atcopains.com

Let's Work

Overview of Organization: This is a program that offers transition to employment services to adults who have mental illness. People referred to this program are considered ready for the workforce and receive job search and employment maintenance support.

Programs/Services Offered:

- ✓ General Aid
 - Career Counselling, Job Search, Application Support, Funding

Location:

65 Brunswick St., Suite 23
Fredericton, NB
E3B 1G5
1-506-451-9190
letswork@nbnet.nb.ca
<http://www.letswork.ca/>

M.E.T.S. Community Employment Agency

Overview of Organization: To provide relevant valued services to adults whose primary disability is an intellectual disability through training, personal development, community placement, and employment.

Programs/Services Offered:

- ✓ A branch of ADAPT Agencies

Location:

1250 St. George Blvd.
Moncton, NB
E1E 3S1
1-506-858-9404
driehard@metsinc.ca



M.O.R.E. Services Inc.

Programs/Services Offered:

✓ A Branch of ADAPT Agencies

Location:

1662 Water St.

Miramichi, NB

E1N 3A5

1-506-778-6410

moreservices@nb.aibn.com

<http://www.moreservices.ca/>

Minlak Training Program

Programs/Services Offered:

✓ A Branch of ADAPT Agencies

Location:

42 Cedar St.

P.O. Box 1098

Minto, NB

E4B 3Y7

1-506-327-6817

minlak@nb.aibn.com

<https://www.facebook.com/Minlak-Training-Programs-Inc-380992092008303>

National Educational Association of Disabled Students (NEADS)

Overview of Organization: To support full access to education and employment for post-secondary students and graduates with disabilities across Canada.

Programs/Services Offered:

✓ General Aid

- Online Support and Networking

Location:

Rm. 514 UniCentre

1125 Colonel By Dr.

Carleton University

Ottawa, On

K1S 5B6

Telephone: 1-613-380-8065

Toll-free: 1-877-670-1256

info@neads.ca

<http://breakingitdown.neads.ca/>



Neil Squire Society

Overview of Organization: We use technology, knowledge and passion to empower Canadians with disabilities.

Programs/Services Offered:

- ✓ Working Together
 - Customized Programs or Group Programs, Career and Personal Development, Wellness for Work and Job Search Support, Wage Subsidy Possibilities, Ongoing Support from Professionals, Ergonomic and Assistive Technology Assessments and Solutions
- ✓ Job Focus
 - Help Individuals Work Towards Full or Part-Time Employment, Volunteer Work, or Self-Employment
 - Clients are Supported as they Plan and/or Search for Employment
 - This Program is only Offered at the Atlantic Regional Office (Fredericton)

Locations:

Atlantic Regional Office
440 Wilsey Rd., Suite 104
Fredericton, NB
E3B 7G5
1-506-450-7999
Toll Free: 1-866-446-7999

Moncton Office
21 – 236 St. George St.
Moncton, NB
E1C 1W1
1-506-856-9101

Contact:

kristinej@neilsquire.ca
<https://www.neilsquire.ca/>
<https://www.facebook.com/neilsquiresoc>
<https://twitter.com/NeilSquireSoc>
<https://www.linkedin.com/company/neilsquire-society>



**New Brunswick Association for
Community Living**

Overview of Organization: NBACL works to ensure that people with an intellectual disability, with the support of their families, have the option to choose the supports they need to live meaningful lives and participate in their communities as valued and contributing members.

Programs/Services Offered:

✓ Transition to Work (Work Life After High School)

- Career Counselling, Skill Development, Referral, Job Search, Application Support

✓ Ready Willing and Able

- Job Search & Referral

✓ EmployAbility Now

- Online Support, Career Counselling, Skill Development, Application Support, Job Search, and Accommodation Support

Locations:

Main Office
800 Hanwell Rd.
Fredericton, NB
E3B 2R7
1-506-453-4400

Bathurst Office
230 Laurier St., Unit A
Bathurst, NB
E2A 3H1

Edmundston Office
55 Emmerson St., Suite 103
Edmundston, NB
E3V 1R9

Miramichi Office
1750 Water St., Suite 101
Miramichi, NB
E1N 1B2

Moncton Office
51 Highfield St., Suite 202
Moncton, NB
E1C 5N2

Saint John Office
50 Crown St., Suite 206
Saint John, NB
E2L 2X6

Contact:

nbacl@nbnet.nb.ca

<http://nbacl.nb.ca/>

<https://www.facebook.com/nbacl> <https://twitter.com/nbacl>



New Brunswick Deaf and Hard of Hearing Services Inc.

Overview of Organization: To empower deaf, late deafened and hard of hearing adults, children and their families, to develop the skills and attitudes necessary, to be successful and inclusive members of society.

Programs/Services Offered:

- ✓ Interpreter Services, Assistance in Gaining Useful Employment, Advocacy Service, Public Policy Initiatives, and Assistive Technology

Locations:

324 Duke St. West (Head Office)
Saint John, NB
E2M 1V2

Moncton Office:

12 Coronation Drive
Moncton, NB
E1E 2X1

Open Sky

Overview of Organization: Open Sky Co-Operative provides transitional residential supports and weekday programs for adults who experience barriers due to disabilities like Autism Spectrum Disorder, or mental health challenges. Open Sky begins by assessing Functional Skills to identify specific gaps. Then, utilizing the experiential learning opportunities of a small farm, enterprise, residence and community. A call and a visit will help determine if Open Sky is the place for you, or if you'd like more information.

Programs/Services Offered:

- ✓ Open Sky Develops and Provides Individualized Programs, Enabling

Skills for Independent Living,

- Self-Management, Interpersonal Relationships and Employability

Location:

12 Folkins Dr.
Sackville NB
E4L 1H9
1-506-536-4565
info@openskyco-op.ca

Options Employment Outreach Inc.

Overview of Organization: To provide one-on-one employment-related counselling and transition to employment and training services to Persons with Disabilities in the Greater Saint John Area.

Programs/Services offered:

- ✓ General Aid
 - Career Decision Making, Skill Enhancement, Job Search Assistance, Employment Maintenance

Location:

28 Richmond St., Suite 304
Saint John, NB
E2L 0K6
1-506-652-3977
<http://www.optionsoutreach.com/>



Oromocto Training & Employment Centre Inc.

Overview of Organization: Exists to support individuals with intellectual disabilities and mental health issues to realize their potential to be independent members in their community. Whenever possible this should mean employment in their community.

Programs/Services Offered:

- ✓ A Branch of ADAPT Agencies

Location:

286 Restigouche Rd., Unit D
Oromocto, NB
E2V 2H5
1-506-397-3397

imotec@nb.aibn.com

<http://www.oromocto-tec.org/>

[https://www.facebook.com/](https://www.facebook.com/oromocttrainingandemployment/)

[oromocttrainingandemployment/](https://www.facebook.com/oromocttrainingandemployment/)

Post-Secondary Education, Training, and Labour (PETL)

Overview of Organization: We envision New Brunswick as a leader in the employment of persons with a disability where people are recognized for their skills and potential, have access to the services and supports they need to secure sustainable employment and are valued members of the labour force on an equal basis with others.

Programs/Services Offered:

- ✓ Employer Wage Incentive Program
 - Job Search, Networking, Skill Development
- ✓ Workplace Essential Skills Program (WES)
 - Skill Development
- ✓ Employment Assistance Services

- Networking, Job Search
- ✓ Work Ability
 - Job Search, Networking, Skill Development
- ✓ Training & Employment Support Services (TESS)
 - Skill Development, Job Search
- ✓ Career Opportunities for Persons with Disabilities
 - Career Counselling, Referral
- ✓ Disability Support Program
 - Employment Counselling, Post-Hiring Services

Locations:

Bathurst Office
275 Main St., Suite 300
Bathurst, NB
E2A 1A9
1-506-548-4084

Campbellton Office
157 Water St., Suite 100
Campbellton, NB
E3N 3L4
1-506-759-6666

Caraquet Office
20E St-Pierre Blvd. West
P.O. Box 5644
Bellevue Place Caraquet, NB
E1W 1B7
1-506-726-2050

Edmundston Office
121 de l'Église St., Carrefour Assomption,
Suite 308
P.O. Box 5001
Edmundston, NB
E3V 3L3
1-506-735-2677



Fredericton Office
300 St. Mary's St.
P.O. Box 6000
Fredericton, NB
E3B 5H1
1-506-453-2377

Grand Falls Office
160 Reservoir St., Suite 101
Grand Falls, NB
E3Z 1G1
1-506-475-4025

Miramichi Office
152 Pleasant St.
Miramichi, NB
E1V 1Y1
1-506-627-4000

Moncton Office
200 Champlain St., Suite 320
P.O. Box 5001
Dieppe, NB
E1A 1P1
1-506-869-6944

Neguac Office
430 Principale St.
Neguac, NB
E9G 1M9
1-506-627-4000

Perth-Andover Office
19 Station St.
Perth-Andover, NB
E7H 4Y2
1-506-273-4559

Richibucto Office
25 Cartier Blvd., Unit 149
P.O. Box 5004
Richibucto, NB
E4W 5R6
1-506-523-7602

Sackville Office
170 Main St., Unit C-1
P.O. Box 6001
Sackville, NB
E4L 4B4
1-506-869-6944

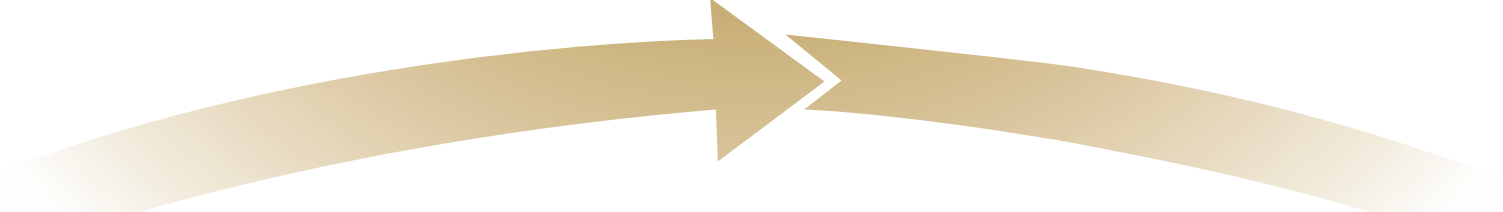
Saint John Office
1 Agar Pl.
P.O. Box 5001
Saint John, NB
E2L 4Y9
1-506-643-7258

Shediac Office
342 Main St., City Centre Mall, Unit 144
Shediac, NB
E4P 2E7
1-506-533-3325

Shippagan Office
182 J.D. Gauthier Blvd.
Shippagan, NB
E8S 1P2
1-506-336-3030

St. Stephen Office
73 Milltown Blvd., Ganong Place, Suite
202
St. Stephen, NB
E3L 1G5
1-506-466-7627

Sussex Office
707 Main St.
Sussex, NB
E4E 7H7
1-506-432-2110



Tracadie-Sheila Office
3514 Principale St., 2nd Floor
Tracadie-Sheila, NB
E1X 1C9
1-506-394-3809

Woodstock Office
111 Chapel St., Unite 201
Woodstock, NB
E7M 1G6
1-506-325-4406

Contact:
1-506-453-2597
dpetlinfo@gnb.ca

Premier's Council on the Status of Disabled Persons

Overview of Organization: The Premier's Council on Disabilities is a body for consultation, study and information sharing, which was created to advise the provincial government on matters relating to the status of persons with disabilities. The Council reports directly to the Premier of the province.

Location:
250 King St., Suite 140
P.O. 6000
Fredericton, NB
E3B 9M9

Restigouche Residential Agency Inc.

Programs/Services Offered:
✓ A branch of ADAPT Agencies

Location:
6 Union St.
Campbellton, NB
1-506-759-6676
mfm@nibn.com

St. Croix Vocational Centre Inc.

Programs/Services Offered:
✓ A Branch of ADAPT Agencies

Location:
129 Union St.
Saint Stephen, NB
E3L 1V9
1-506-466-4977
stcroixvocationalcentre@nb.ainb.com
<https://www.facebook.com/St-Croix-Vocational-Centre-151176031595733/>

The Schizophrenia Society of New Brunswick

Overview of Organization: To improve the quality of life for those affected by Schizophrenia and Psychosis through education, support programs, public policy and research.

Programs/ Services Offered:
✓ Achieves

- Career Counselling, Skill Development, Job Search, Application Support, Post-Hiring Services

Location:
1756 Water St., Suite B
Miramichi, NB
E1N 1B6
1-506-622-1595
ssnbmiramichi@nb.aibn.com



Acknowledgements

When we hosted the “Intersections and Connections” Conference at Mount Allison University in the spring of 2016, we were committed to gathering the collective knowledge and experience of experts in the employment and disability studies community with the goal of creating an evidence-based guide for university students with disabilities transitioning into the workforce. After much hard work on the part of several individuals, we were proud to present *Transition to Employment for University Graduates with Disabilities* in 2017. The positive feedback we received from our peers, colleagues, and students was encouraging and gratifying. It helped us to appreciate the importance of a publication such as this and impressed upon us the need to keep up with the ever-evolving landscape of disabilities in the workplace.

Two years later we are happy to release the second edition of *Transition to Employment for University Graduates with Disabilities*. A project like this does not come together without the help and support of several talented and motivated individuals, whom we would like to take this opportunity to recognize and thank for their efforts in making this publication possible.

We owe much gratitude to the New Brunswick Department of Post-Secondary Education, Training, and Labour for their generous support of this project and Kim Meade, Vice-President, International & Student Affairs at Mount Allison, for providing her vision and leadership from the very beginning.

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Finally, we would like to thank the incredible students we work with at the Meighen Centre every day. It is our students who inspired this project and whom we sincerely hope will benefit from it. It is our privilege to work with you each and every day and we wish you every success in life, now and in the future.

Sincerely,

Matt Kalichuk
Editor, *Transition to Employment for University Graduates with Disabilities*