
Your Individual Self-Disclosure Plan: A Reflection Guide for Success

Before diving into your self-disclosure plan, take time to reflect on where you are in your journey - **what you want to disclose, how much and when**. You are in control of the information you provide. Knowing your needs can help you work towards creating a sense of belonging and safety as you transition into your new position.

A self-disclosure plan empowers you to be your authentic self while ensuring that you are set up for success. **Remember you are in control!**

Completing this self-disclosure plan will assist you in:

Advocating for Yourself:

- Plan to confidently share personal details in a productive, professional and constructive manner to secure the accommodation your role requires. **Feel empowered!**

Establishing Boundaries:

- Ensure you share only what you need to — balance **transparency with protecting your privacy**.

Exploring Expectations:

- Clarify your career goals by considering personal factors such as finances, health, and family, and develop a growth-oriented plan supported by resources and systems that nurture your progress. Ask yourself, **“What do I need to thrive?”**

Preparing for Challenges

- Anticipate potential challenges to create a plan that empowers you. **Handle barriers with confidence.**

Demonstrating Expertise and Competence

- Showcase your strengths and skills with proactive, intentional actions that **reflect your self-awareness, adaptability and professionalism**.

Pre-Disclosure

Comfort Level:

This is all about YOU, YOUR comfort level, YOUR choices. You are the one in control. Self-disclosure can be a powerful tool for personal expression and self-advocacy; it also comes with complexities that require thoughtful consideration. Understanding both the benefits and

challenges will help you make an informed decision about when and how to disclose certain aspects of yourself.

- Goal: Reflect on how comfortable you feel with self-identification and sharing personal details.
- Tips: Take time to center yourself. Slow deep breaths or visualization techniques can help calm your mind and ground you.

Key Questions

1. What does sharing this information in a professional setting feel like for me?
2. What are my personal boundaries? Am I confident enough to stand by them and to express them?
3. Who might I be comfortable sharing this with (supervisor, HR, coworkers)?
4. What would safe disclosure look and feel like to me?
5. Reflect on previous disclosures: what went well, what would you change, what were your key take-away points?

Benefits and Challenges of Self-Disclosure:

Empower yourself with research. Explore the company website, conduct informational interviews, and review staff profiles to assess inclusion and to see how a culture of belonging and acceptance is promoted. Exploring this will allow you to navigate self-identification that aligns with your comfort level and values to career opportunities.

- Goal: Weigh the benefits and challenges of disclosing personal information.
- Tip: Consult a trusted mentor, or advisor for perspective. Focus on sharing information that complements or enhances your role and workplace experience.

Key Questions:

1. Benefits

- a. What is the goal of self-identification in enhancing your capacity and comfort at work (e.g. requesting accommodations, fostering a community of understanding)?
- b. Could sharing this information help build trust or stronger professional relationships?
- c. Could it reduce misunderstandings, misinterpretations or future challenges?

2. Challenges

- a. What are the potential risks that may negatively influence your capacity and comfort at work (e.g., bias, discomfort, loss of privacy)?

- b. Could self-disclosure affect how others perceive your capabilities?
- c. How might you handle adverse or unfavourable reactions if they arise?

When to disclose

Great question! Disclosing your accommodation requirements to an employer is up to you and your comfort level, the nature of the accommodation and its potential impact on your ability to perform the work duties and responsibilities.

- Goal: Engage in a respectful, collaborative dialogue with your future employer; empowering all voices builds understanding and cultivates a positive, action-oriented work environment.
- Tip: Focus on how accommodations boost productivity. “With (accommodation) I work most efficiently with sustained focus ensuring consistently high-quality results.”

Key Questions:

1. During the interview process: If you require accommodation that is essential during the interview process, consider disclosing your needs when you are offered the interview. This will allow the employer the opportunity to understand, prepare for and support your needs.
2. When receiving the job offer: If your accommodation has limited impact at work, disclosing now best ensures accommodations will be put in place for you at the start of your employment, and could eliminate unintentional bias in the hiring process.
3. Early in your job: Choosing to discuss your accommodation during the onboarding process or early in your employment could minimize future misunderstandings, and establish common support, boundaries and approaches. Throughout your employment: If a need for accommodation arises, request a meeting with your supervisor, manager or human resources to discuss your arising need, this will best ensure you receive the support necessary for your success.

Needs Self-Assessment

Your unique strengths matter! You bring valuable skills to the labour market. Reflecting on your skills and understanding your personal needs showcases your unique contributions to the workplace.

- Goal: Identify the support you need to succeed while recognizing your strengths and the value you bring. These understandings empower you to thrive in your career.

➤ Tip: Frame your needs in terms of solutions or benefits to the workplace. Promote what you bring to the table. Be specific and clear about what would help you succeed.

Key Questions:

1. What are your key strengths and talents that have helped you be successful in other jobs, educational settings or general life situations.
2. How do your attributes, key strengths and personal background benefit the organization.
3. What examples showcase my talents and what positives will I bring to the organization?
4. What do I need to perform my role effectively (e.g. tools or equipment, flexible hours, communication preferences, etc.)?
5. What tasks or situations might require additional support?
6. What is your role to address your specific needs or challenges?
7. Who in the organizations can help you meet these needs (e.g. HR, coworkers, colleagues in other departments, supervisors, mentors)?
8. Is this the right job for me? Do my skills, experience and accessibility needs align with the role profile's key duties and responsibilities? Map out your abilities and required support.

Implementation Steps

Putting your plan into action:

Now that you have gone through self-reflection and discovery you have a plan. Transform your insights into results that are clear, organized and aligned with your needs.

- Goal: Clearly and confidently articulate what you need for success.
- Tips: Start small. Share only the most pertinent information first to gauge the environment, establish trust and build confidence.

1. Reflect on the above considerations and draft a clear, professional self-disclosure plan that communicates your needs effectively.
2. Test the waters by practicing with a trusted colleague, friend or mentor. Perhaps even record yourself for feedback.
3. Employers may ask for a letter of accommodation from a doctor. This request is to ensure they are offering equal and equitable support for all their employees, and not to diminish your needs or to discriminate.

Bringing it all together

When self-disclosing, structure your message clearly: share your situation, highlight your strengths, and show how your perspective adds value and contributes positively to a professional environment. Once polished, practice your delivery until it feels confident and natural, and shape your story into a compelling narrative that engages your audience.

This plan not only encourages thoughtful self-reflection but also provides a practical guide to navigating self-disclosure confidently. **Let us know if you would like help tailoring this to a specific situation and career goal.**

Remember to review the impact of self-disclosure and adjust your approach as needed. **You've got this!**

I am a dedicated professional with a strong ability to focus on tasks with precision. While managing multiple deadlines can be challenging, I excel in structured environments with clear expectations and early planning. My academic experience has shown that, with the right support, I effectively balance competing demands while delivering quality work. My ability to concentrate deeply on individual tasks allows me to contribute meaningfully to any team.