

# *Glossary*

## *Words to Know*

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**Accessible:** Changed or adjusted so that everyone can use it

**ADA:** the ADA protects you from discrimination in all employment practices, including: job application procedures, hiring, firing, training, pay, promotion, benefits, and leave. You also have a right to be free from harassment because of your disability, and an employer may not fire or discipline you for asserting your rights under the ADA. Most importantly, you have a right to request a reasonable accommodation for the hiring process and on the job.

**Advantage:** A position of power that gives hope of a positive result

**Application:** A form completed on paper or on a computer, when a person is applying for a job. (See example included)

**Assistive Technology:** Items that assist people with disabilities in the areas of independent living, communication, access to education, employment, and recreation

**Confidential:** Private and personal information

**Cover Letter:** A letter sent to an employer when a person is applying for a job (See example included)

**Disclosure:** To tell someone about your disability or other important information

**Disability:** A restriction in the ability to perform a normal activity of daily living which someone of the same age is able to perform. A disability can be either hidden or visible.

**Essential Functions:** Tasks necessary to do a job

**Goals:** Something that you work towards that can be long term or short term

**Harassment:** Unwelcome verbal or physical conduct based on race, color, religion, sex (gender)

**Interview:** A meeting between the employer, and someone applying for a job. The employer asks questions about the applicant's abilities to perform a job.

**Informed Choice:** Making a decision when you have and understand all information

**Modification:** A change in an object, environment, or activity to make it available for all to use

**Network:** All of the people that you know who can help you get information about jobs, including all the people they know.

**Postsecondary Education:** Study or schooling after high school

**Reasonable Accommodation:** Any change or adjustment to a job, the work environment, or the way things usually are done that would allow you to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. There are many types of things that may help people with disabilities work successfully.

**References:** Name, address, and telephone number of someone who can tell employers about the kind of worker you are.

**Respect:** A feeling of high regard, desire to take care of people, things, or ideas that are important to you

**Responsibility:** Reliability or trustworthiness

**Resume:** a summary about a person that includes work history, volunteer time, hobbies, and goal a person has. This is used by employers as an introduction to the applicant he/she may hire. (See example included)

**Rights:** Legal privileges given to you

**Self-Accommodation:** To take responsibility to modify your environment rather than request it being done for you

**Self-Advocacy:** Speaking up for yourself

**Self-Determination:** Making informed decisions through reflecting on and building on your strengths

**“To Whom it May Concern”:** A phrase used when you don’t know the name of the person you need to send a cover letter to.

**Values:** Something that is important to you and that you respect