

# Employers Quick Guide to Recruitment Processes that Support Autistic Individuals

Make adjustments the routine and not the exception

## Job Adverts

- Ditch the jargon - e.g, fast paced, dynamic self-starter
- Explicit job description
- Clear structure with headings and bullet points
- Highlight desired outcomes
- Outline interview process
- State adjustment and contact details of neurodiversity HR personnel



## Onboarding

- Get the employee involved in the onboarding process
- Provide a clear plan of onboarding processes, schedules, probation periods, and expectations before start date
- Introduce a buddy or mentor to guide through organisation practices and culture



## Pre-interview Supports

- Options for in person, video call, phone call or email
- An introduction email and invite the participant to share what their special interest is
- Send a list of interview questions in advance and use object-based questions
- Send the agenda for the interview - be predictable
- Offer written answers or task demonstrations
- Access information - arriving by car, parking, public transport, reception and sign in procedures
- Ask what communication and sensory supports are needed
- Advise on dress codes
- Advise who will be present during the interview



## Scheduled Check-ins

- Include a plan with scheduled check-ins (week 2, month 1, month 3, etc)
- When assigning tasks
  - Minimise vague language and instructions - be explicit
  - Provide an example
  - Explicitly state what 'done' looks like
  - Create clear schedules of what needs to be done and by when
  - State what tasks need to be paused to work on a higher priority task



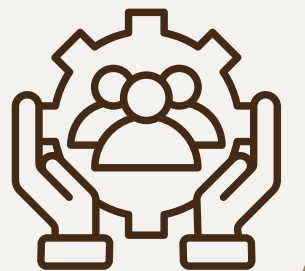
## Interview Supports

- Consider the environment - eg. using lamps or natural light instead of ceiling lights
- Stick to the agenda and questions sent in advance
- Minimise small talk, ambiguity, and reliance on body language (e.g., eye contact)
- Use explicit and direct communication
- Offer opportunity to email questions or ideas after the interview
- Give a clear outline of what happens next
- Allow support people or items at the interview



## Use Structured Tools to Standardise and Personalise

- Create an adjustment bundle that can be adapted to individuals
- Include Autistic voices when creating, implementing and reviewing supports and policies
- Conduct an environmental audit to create universally designed spaces and systems
- Offer quiet spaces, flexible hours or work spaces



Neurodiversity training for leaders and staff

## Autism and ADHD: What are some reasonable work accommodations?

Using assertive language, you can clearly and respectfully state that accommodations help you perform your role better. Here's some ideas:

- Assign work that aligns with your strengths with clearly defined expectations
- Having somewhere quiet to work (even at certain times if not available all the time)
- Flexibility to turn camera off during online meetings (lessen sensory load and allow movement to support focus)
- Adjusting work hours to suit your energy levels (eg, starting earlier, bonus this may be when the office is quiet)
- Support or outsource areas of challenges, eg, supporting executive functioning challenges – time management, administration, streamlining systems
- Shorter, less frequent meetings with clearly defined agendas, questions, and duration
- Supporting innovative thinking and creative problem solving with time and space to process information
- Flexible working arrangements such as an option to work from home
- Dimmed office lights and adjusting brightness on screens
- Use of headphones (NC, or to listen to music/videos while working)
- Having times where you can't be interrupted when working
- Sensory breaks and use of stims
- Comfortable clothing

