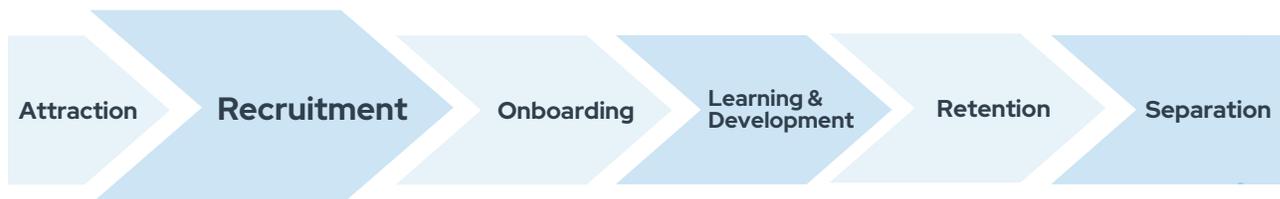


# SUCCESS IN THE WORKPLACE

## EMPLOYER TOOLKIT

Strategies from  
Autistic Employees

## RECRUITING AUTISTIC TALENT



The second phase of the employee life cycle is the recruiting stage. Successfully recruiting autistic job seekers to join your company or organization is not as difficult as it sounds. This section of the toolkit will provide you with tools to create inclusive job postings and application forms, and to hold inclusive interviews.

### Inclusive job postings and application forms

Every day, thousands of employers across Canada advertise job postings for newly available positions, be it online or in another format. Some job postings are well-written and autism-inclusive, but many are not. Common problems with job postings and applications: vague descriptions of job duties and required skills, listing educational and experience requirements not absolutely required for the position, and the lack of an inclusive hiring statement that expresses your company's commitment to hiring inclusively and to providing adjustments throughout the hiring process.



Use [\*\*Section 10.1 - Job Posting Reflection Tool\*\*](#) to assess your posting application forms.

### Encourage neurodivergent applications

*"In the application description, include a line about welcoming neurodivergent applications (this also includes being open to talking about it during the interview). I feel more inclined about opening up about being autistic when those lines are included and more at peace in the interview knowing that I don't have to pretend to be neurotypical. (Extra points to the company if they are running a recruitment event for autistic people.)"*  
**autistic employee**



For examples of both an inclusive and non-inclusive job posting refer to [\*\*Section 10.2 and 10.3.\*\*](#)

## Interviews

**For many autistic candidates, the traditional interview format is a terrifying and stressful experience.** Many high-quality candidates never make it past this stage, and employers are losing out on talented employees because of this. Here are some tips to consider when planning your next employee interview.

- **Provide ALL shortlisted candidates with a checklist of available interview adjustments** that they may choose from if they need them. This could include things like having the interview questions in advance, having a sign language interpreter, having closed captioning provided on video interviews, etc. This would benefit all candidates, and not just autistic candidates, and eliminates stigma because these options are available to all candidates, meaning nobody is singled out.
- Hold the interview in a distraction-free, **sensory-friendly environment** that's free of background noise, flickering lights, visual clutter, etc.
- Consider **limiting the number of interviewers**. Too many interviewers can be overwhelming to many candidates.
- **Inform candidates in advance about what to expect.** For example, knowing who will be in the room or on the call, the interview format, dress expectations and estimated timeline is helpful.
- Have a **skills demonstration or competency-based interview** instead of a traditional interview where possible.
- **Recognize and accept individual differences in interaction style.** For example, many autistic people struggle with eye contact. Embrace each candidates' unique traits rather than judge them by it.



For more information and tips for interviewing refer to the **[Section 10.4 - Interview Tips.](#)**

## Conclusion

**Implementing inclusive recruitment practices is a straightforward and effective way to recruit from a larger talent pool, to find the best person for the job.** While this toolkit focuses primarily on supporting autistic job seekers and employees, these tools will benefit all applicants, not just autistic applicants. By using these tools, your company is well on its way to becoming a fully inclusive workplace where everybody has an equal chance to not just succeed, but thrive.



For information on the next stage of the employee life cycle, visit [\*\*Section 11 - Onboarding Autistic Employees.\*\*](#)



# RESOURCES

## **Autism Friendly Hiring and Retention Practices**

Focus Professional Services

## **How to Hire People with Autism**

Focus Professional Services