

# SUCCESS IN THE WORKPLACE

## EMPLOYER TOOLKIT

Strategies from Autistic Employees

# RECRUITING AUTISTIC TALENT



## Sample of inclusive job posting

**Compensation** \$15.75/hr  
**Employment Type** Full-Time

## Housekeeper

**ABC Industry**  
**Small Town, AB**

### Position Overview:

Grow your career with a company that shares your passion! ABC Industry has an exciting new opportunity to join our team as our next Housekeeper! ABC Industry is the global leader in services that improve Quality of Life, an essential factor in individual and organizational performance. Operating globally we serve millions of consumers each day. We pride ourselves on being committed to the highest standard of Employment Equity and Diversity.

### 1 HOW YOU'LL MAKE AN IMPACT:

As a member of our housekeeping team, you will provide the highest quality of customer service at all times, while maintaining the premises in a clean and orderly manner, including:

- Maintains bunkhouse accommodations
- Cleaning light fixtures, ceilings and vents, walls and mattresses
- Cleans washrooms, shower/tub rooms and laundry rooms
- Dusting, mopping, vacuuming, sweeping, polishing floors and replenish supplies
- Moving furniture, hanging draperies, and setting up tables and chairs
- Emptying trash and garbage containers
- Makes and changes beds
- Minor maintenance repairs or notify supervisor concerning repairs

### 2 What You'll Need to Succeed:

- One year of experience preferred
- Ability to use tools and equipment and to perform physical aspects of the job
- Demonstrated exceptional customer service skills, willing to go beyond the basics
- Ability to work under supervision and follow standard procedures, and compliance with all health and safety standards

### 3 What ABC Industry Can Offer You:

- Flexible work environment
- Competitive compensation & great employee benefits
- Training and development programs
- Countless opportunities for growth
- Corporate responsibility & sustainability
- Canada's Greatest Employers Magazine Top 30 Inclusive Employers

### 4 ABC Industry is committed to Employment Equity and Diversity.

We do not discriminate against any employee or applicant for employment because of national origin, race, religion, ethnic group, age, disability, gender, sexual preference, sexual or gender identity, status as a veteran or any other federal, provincial or local protected class.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

### Key strengths:

- 1 The job duties are clear and specific, making it easy for a literal thinker, such as an autistic applicant, to understand.
- 2 While the description of tools required could be more specific, the rest of this section is clear and only lists essential skills and experience. This is more inviting to an autistic job seeker than a lengthy wish list of "nice to have," but non-essential skills and experience. It also lists the one year of experience as "preferred" instead of "required".
- 3 The job posting mentions how the company was recognized for its inclusive employment practices by an external party. This could be very interesting to an autistic applicant.
- 4 The job posting includes an inclusive hiring statement and clearly identifies the employer as an inclusive employer who welcomes applications from people with disabilities. This is welcome news to an autistic applicant.