

# SUCCESS IN THE WORKPLACE

## EMPLOYER TOOLKIT

Strategies from  
Autistic Employees

## ONBOARDING AUTISTIC EMPLOYEES



A good mentor can increase a new autistic employee's chance of success.

### The role of a mentor

- Introduces the new employee to the new employee's colleagues
- Helps the new employee learn the culture of the new workplace
- Assists the new employee with navigating the social dynamics of the workplace
- Provides tips on how to interact with specific employees
- Helps the new employee understand the expectations of their new role, including how to complete specific tasks
- Guides the new employee in the use of company-specific IT, including any proprietary hardware or software the employee may be unfamiliar with
- Models appropriate dress for the new employee
- Answers new employee's questions about company policies and procedures
- Supports the new employee at company social events
- Serves as a liaison between management/supervisors and the new employee

**Ideal values  
most  
appreciated  
in a mentor:**

*"Mentorship - having someone else the Autistic employee can ask for help."*

*"Access an individual who can help sort out problems I have at work with the work environment, other coworkers, and or the tasks of the job itself."*

***autistic employees***



**While a mentor may serve as a liaison between the new autistic employee and company management and/or other employees, they should never speak on behalf of the new employee, unless the employee gives them explicit permission to do so.**

Here are some good qualities to look for in choosing a mentor. Remember to involve the new employee in choosing their mentor.

## How to choose a mentor

- Knowledgeable about autism, and someone who wants to help
- A model employee, both in performance and attitude
- Patient and willing to take the time needed to help the new employee
- Familiar with the job requirements of the new employee's job
- Familiar with company policies, procedures and systems, including technology
- Compassionate and sensitive – considers others' needs as well as their own
- Excellent communication skills
- Respected by the whole team, including managers, supervisors and staff
- Understanding of the company's culture, including unwritten social rules
- Available when the new employee needs them

These tips should help an employer and autistic employee choose a suitable mentor to help the new employee with their onboarding. This list is not exhaustive; the employee may identify additional responsibilities and qualities during the mentor selection process.

Be open to this, as the employee's needs in a mentor must be met as fully as possible, so that their onboarding experience can be successful and positive.