

SUCCESS IN THE WORKPLACE

EMPLOYER TOOLKIT

Strategies from
Autistic Employees

EMPLOYEE LIFE CYCLE



The employee life cycle is the term human resource professionals use to describe the employment journey an employee follows from their initial interest in seeking employment with an organization until they leave an organization.



Attraction

A company or organization catches the attention of a job seeker and gets the job seeker interested in considering an employment opportunity with that company or by demonstrating inclusion.

Recruitment

A job seeker expresses interest in working with a particular employer, usually by submitting a résumé or employment application. This stage also includes shortlisting and interviewing prospective candidates and typically ends with an offer of employment to the successful applicant. Recruitment is a good time to start a discussion about adjustments.

Onboarding

A new employee begins working at your organization. Identify and implement on-the-job adjustments to ensure your employee is successful. Some of the common actions during the onboarding stage include helping the new employee set up their workspace, introducing them to the team, and familiarizing themselves with the duties and responsibilities of their new role.

Learning & Development

This stage includes ongoing learning and professional development, ensuring your employees are kept abreast of changes in their field of work, such as new policies or new technology. This stage continues throughout the employee's time with your organization and ends only with their separation from the company.

Retention

This is another stage that ends only with the employee's separation. It involves taking ongoing steps to ensure an employee remains happy and successful in their role. Creating a positive, diverse, and inclusive work culture is a big part of successfully retaining employees for the long term.

Separation

An employee leaves their position with your organization. Reasons for separation could include employee retirement, moving to a new role within the same organization or a different organization, or employee termination. Possible activities within this final stage could include an exit interview where appropriate, or, in the case of a long-term employee retiring, holding a retirement party to celebrate the end of that employee's long career.