

# Effective Inclusive Recruitment Practices

## Job Descriptions and Advertisements

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- **Clear and Specific Language:** Use straightforward, unambiguous language in job descriptions. Avoid jargon and vague terms.
- **Essential Requirements Only:** Focus on the essential skills and qualifications needed for the job, avoiding unnecessary requirements that may exclude autistic candidates.

Yes       No       N/A      Notes: \_\_\_\_\_

## Application Process

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- **Accessible Formats:** Offer application forms in various formats (e.g. online, paper-based, video submissions) to cater to different communication preferences.
- **Extended Deadlines:** Provide ample time for applicants to complete the application process.

Yes       No       N/A      Notes: \_\_\_\_\_

## Workplace Environment

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- **Inclusive Policies:** Implement and communicate inclusive policies that support neurodiversity.
- **Training for Staff:** Provide training for hiring managers and colleagues on autism and neurodiversity to foster an inclusive culture.

Yes       No       N/A      Notes: \_\_\_\_\_

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## Ongoing Support

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- **Mentorship Programs and Support:** Establish mentorship or buddy programs to support autistic employees through the onboarding process and beyond. Focus groups found that assigning a supportive mentor was very helpful, as autistic employees might have many questions but feel too embarrassed to ask or not want to bother their manager. A mentor serves as a safe person to ask anything and receive honest answers. The mentor does not need to be an expert on autism, and could be any willing person, but should be empathetic, kind, non-judgmental and supportive.
- **Clarity:** Ensure job roles and expectations are clearly defined. Make expectations unambiguous, as many autistic people struggle to infer unwritten rules and social conventions. Some autistic individuals may be perceived as rude or non-compliant when they do not understand what is expected of them. If an autistic employee is dressing inappropriately or appears to be behaving rudely, explain the situation clearly. Do not assume they know and are being disrespectful or poor employees on purpose.

- **Reasonable Adjustments:** Being open to making reasonable adjustments can greatly enhance the work environment for autistic employees. Consider the following adjustments:
  - **Flexible Working Hours:** Allow flexible working hours to accommodate different energy levels and peak productivity times.
  - **Sensory-Friendly Workspaces:** Create sensory-friendly workspaces that minimise sensory overload, such as providing quiet areas and controlling lighting and noise levels.
  - **Clear Communication Channels:** Establish clear and consistent communication channels to ensure information is easily understood and accessible.
  - **Noise Management:** Allow the use of earplugs or noise-cancelling earphones to help block out distracting background noise while still enabling conversation.
  - **Consistent Workspaces:** Offer fixed desks instead of a 'hot-desking' system to provide stability and reduce stress.
  - **Light Sensitivity:** Permit the use of sunglasses or tinted glasses indoors to accommodate sensitivity to bright light.

Yes

No

N/A

Notes: \_\_\_\_\_

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## Feedback and Continuous Improvement

- **Solicit Feedback:** Regularly seek feedback from autistic employees about the recruitment and employment process.
- **Continuous Improvement:** Use feedback to continuously improve recruitment practices and workplace inclusivity.

Yes       No       N/A      Notes: \_\_\_\_\_

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## Collaboration with Organisations

- **Partner with Autism Organisations:** Collaborate with organisations that specialise in autism to gain insights and best practices for inclusive recruitment.
- **Job Fairs and Workshops:** Participate in job fairs and workshops specifically aimed at recruiting neurodivergent individuals.

Yes       No       N/A      Notes: \_\_\_\_\_

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Implementing these strategies can help create a more inclusive recruitment process that better accommodates autistic individuals, allowing them to showcase their strengths and contribute effectively to the workplace.