

Autism-Friendly Hiring and Retention Practices

Selection:

- In the job posting, avoid qualifications that are not essential to the job
- Waive previous job experience and education requirements in favour of demonstrated aptitudes and skills
- Replace interview with informal meeting and skills assessment or consult with an expert to modify your interview process
- If an interview is a must, provide:
 - When, where, with who & dress code
 - Permission to request adjustments
 - Interview questions or examples of the types of questions that will be asked
 - Practice papers/assignments to assess technical ability

Pre-onboarding:

- Have workstation and accommodations ready
- Assign team mentor
- Educate staff about ASD
- Plan the first day – who, what, when, where, how
- Revisit harassment & bullying policies
- Provide hours, breaks, dress code, and facilities information

Onboarding:

First day, provide:

- Workplace tour
- Introductions
- Policies and procedures
- Introduction to job and assignments

Probationary Period, provide:

- Job training
- Job coaching
- Clear work assignments
- Performance expectations
- Clear feedback
- Autism coaching and support to team

Retention, provide:

- Flexibility to take breaks and release stress
- As much advance notice as possible when introducing change
- Access to coaching and support
 - Autistic individual – job coaching
 - Team and HR – Autism training and support
- Performance Reviews:
 - Set specific expectations; career goals; and training
 - Provide assurance if performing to expectations
 - Provide reminders of what the expectations are
- Career Growth and Internal Transfers:
 - Provide information and access to career paths and how to progress
 - Provide temporary assignments into other teams and fellowships for potential internal transfers