



NAME:

JOB READINESS ACTIVITIES TO COMPLETE

Getting ready to look for a job

Traditional interview and recruitment processes can be challenging for candidates on the autism spectrum. Interviews evaluate a candidate's social and communication skills and their ability to answer behavioural style interview questions, which is not really suited to the autistic style of thinking. It is therefore really important to prepare autistic jobseekers as much as you can for an interview. This Job Readiness Workbook is designed to step autistic jobseekers through the process of recognising their strengths and employment goals, provides advice about creating a resume/CV and cover letter and preparing for interviews.

[Job Readiness Workbook](#)

Understanding the social rules of the workplace

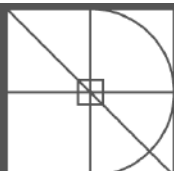
An important part of onboarding an autistic employee is soft skills and work expectations training. Many of these soft skills or social conventions are assumed to be known, however they have never been explained or taught, for example, dress code and small talk. These Hidden Curriculum modules are designed to facilitate conversations and understanding around commonly confusing workplace rules.

Autistic employees can go through the modules with DES providers, or in their own time, or they can be done on-the-job with employers. Employers can add organisational context to the modules by relating the conversations to their workplace situation and procedures. The modules below aim to provide a safe structure for these conversations to take place. Without this structure they may otherwise be difficult conversations to have.

- [Motivation, why do we work?](#)
- [Workplace clothing, grooming and personal hygiene](#)
- [What is the hidden curriculum of the workplace](#)
- [Workplace attendance](#)
- [Small talk](#)
- [Understanding different communication styles](#)
- [Self determination and self advocacy.](#)
- [Attending work social events](#)
- [General workplace manners](#)
- [Mental health & well-being](#)
- [Self care and mindfulness](#)
- [Different thinking and learning styles](#)
- [What is teamwork](#)
- [What are interpersonal skills](#)
- [Why is customer service important](#)
- [Building confidence at work](#)
- [Sick leave process](#)
- [Open plan office food manners](#)
- [Workplace kitchen manners](#)
- [Developing patience, positivity, clarity and empathy.](#)
- [Managing stress and your well-being](#)
- [Managing social exhaustion from work](#)
- [Healthy sleep habits](#)
- [Transport – getting to and from work](#)
- [Eye Contact](#)
- [Virtual Work Meeting Manners](#)



Click on links to be taken to the modules on the Neurodiversity Hub website or find them all [here](#)



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