

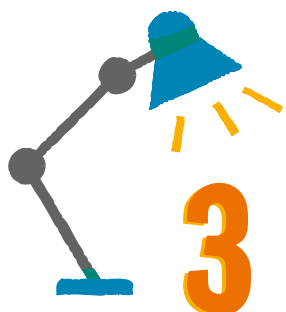
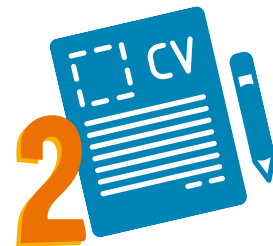
# Top tips for reasonable adjustments

It is important to remember that the adjustments an autistic employee or perspective candidate will require will be individualised and dependant on the job role they are doing/applying for. Here is a list, which is not exclusive, which could be considered best practice for all employees to benefit from.

## Making interviews more accessible

**1** “Seen questions” – provide questions before the interview for all candidates, to stop bias and encourage candidates to answer more cohesively

Allow for candidates to have a copy of their CV or application form in front of them during an interview. The interviewers should have a copy too, so they know what the candidate is referring to



**3** Minimise sensory overload – reducing bright lights and/or conducting the interview in a quiet place can help candidates who might have sensory needs



**4** Give the candidate more than the usual set interview time – this will allow candidates enough processing time to understand the question and to give their answer



**5** Make questions clear. Provide appropriate context to questions, so candidates can relate to the question more easily

**5**

**6**

Allow a Job Coach or Employment Advisor to attend interviews with the candidate to help relax and prompt them when needed



**7** Avoid situational judgement tests – try and provide other activities that provide you with the information you are seeking from the candidate

**8**

Allow the candidate to participate in a work trial, where they show you what they can do in the role, rather than a traditional interview

**9**

Provide pictures of the environment – if the candidate can visualise the room where the interview will take place and who will interview them beforehand it could help relieve anxiety and ensure they are thoroughly prepared



**10** Provide a map of where the interview will take place, and helpful advice on how to get there. For example, the closest tube station or bus stop

## Making adjustments to the work environment

**1** Create a weekly timetable (use visuals if needed) so your employee can keep track of what they are doing each day



**2**

Create a task timetable so the employee knows which tasks to complete in the most efficient order. For example, use Now, Next and Then format



Have a buddy system and assign an experienced member of staff to a new starter so they know who to approach for any support

**3**

Provide written instructions for all tasks so the employee knows how to complete a task in the correct way. You might only have to do this for a short time, while the employee gets used to the environment



Advise an employee in advance of any changes to normal routine – for example, if someone is going to celebrate a birthday or if a member of staff is leaving – so the employee can be prepared

**5**



**6**

Provide an employee with enough feedback – this could be done via weekly/fortnightly one-to-ones or could be via email

**7**

Quiet space – allow employees to have a break in a quiet space when needed



**8**

Use pictures/symbols when giving written information

**9**

Allow an employee to listen to music via headphones, or to wear noise cancelling headphones, so they can control their sensory input



**10**

Allow an employee extra time for processing

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