



cesie  
the world is only one creature

# Module 5 - RECRUITMENT PROCESS FOR PEOPLE WITH ASD - Creating an Autistic-friendly Recruitment Process

An Introduction



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OPPORTUNITIES 4  
**AUTISM**

Surveys show a significant number of people with disabilities who aren't in the labor force and want to be, but have limited opportunities due to misconceptions and a general lack of understanding about disabilities.

**If we can break down these barriers and create workplaces that are inclusive and supportive of people with disabilities, we would be empowering people to live independent lives through meaningful employment.**

Often, employers wrongly assume that people with ASD are incapable of doing certain work, particularly high-demand and high-paying jobs, meaning they overlook candidates or don't proactively target people with ASD as candidates for these jobs.

Deconstructing those low expectations is an important first step and opens a vast talent pool to organisations trying to fill open positions.



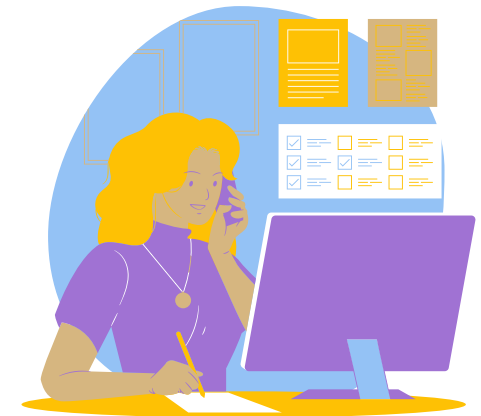
## People use almost 200 biases to make everyday decisions



Our brain receives 11 million bits of information every second throughout the day, but can only process 50 of those.

That information overload causes our unconscious bias to kick in.

As a recruiter or someone tasked with hiring responsibilities, if you have a picture in your mind of the person who can perform a job, it's very difficult to get rid of that, **That's bias.**



## Our biggest opportunity is inclusion

Biases can show up:

- in **job descriptions**
- in the **recruitment process**
- in the **interview process**

*I do not have a good feeling about them.*

The societies we live in are diverse, and unconscious bias can quietly sabotage any efforts to build **equally diverse workplaces**.



# Screen people in, not out

## WHEN WE HEAR EMPLOYERS SAY:

There's no Autistic talent for this role

Our goal is to have 7% of employers with special needs

We do not have the capabilities to accommodate special needs.



## WE SHOULD ASK THEM:

- **What makes you able to attract a diverse talent pool?**
- **Is your recruitment process free of bias?**
- **Are there any barriers to entry that are not job-related or skill-based?**
- **Do all candidates have a positive experience whether they're hired or not?**
- **How much time have you spent changing your environment?**

# Diversity recruitment is not



a form of implementing quotas



a way to lower the bar for less-qualified applicants



expensive to implement

## Be prepared!

Employers can't legally consider the condition of ASD in hiring decisions as long as the person can perform the essential functions of the role.

It is important employers evaluate all of their candidates on the same list of must-have skills, focusing on their qualifications and not disability, and make sure they are not evaluating people on things that aren't essential to the role (like, for example, people skills for a role that doesn't actually require them).

There's no rule against candidates voluntarily disclosing their own information, and sometimes it makes sense for candidates to do that if it could lead to a better, fairer, or more comfortable selection process for them.

**Instead of trying to adjust the selection process in the moment candidates with ASD disclose their condition, it is better to focus on:**

- reviewing and revising the recruitment process;
- making easy for candidates to request specific accommodations if they need them.

Each step of the recruitment process needs to be reviewed and revised as appropriate

## What can I do?

Areas of intervention



### 1. Employer's external communication and Presentation

Adjusting your external communication for people with ASD



### 2. Job advertisement

Job description  
Job application



### 3. Selection process

Adjusting your Communication and Interviewing process



### 4. Follow up

Providing feedback  
Self-evaluation



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