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Follow Up

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



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OPPORTUNITIES 4
AUTISM



Follow Up



INITIAL SCREENING

The purpose of screening is to decrease the number of applicants being considered for further selection.

JOB INTERVIEW

Job interview is a goal-oriented conversation in which the interviewer and applicant exchange information.

REFERENCE CHECK

Conducting a reference check is often the final step a hiring manager or recruiter takes before presenting a job offer to a candidate.

FEEDBACK TO THE CANDIDATE

Feedback offered to a candidate after they finish interviewing with your organisation.

PROCESS EVALUATION

Evaluation of the recruitment process, collecting feedback of all people involved, including the candidate.



Feedback to candidate

Feedback offered to a candidate after they finish interviewing with your organisation

Why is it important to provide feedback?

- It shows respect to the candidates
- Improves the candidate experience
- It improves your organisation's image

Candidate accepted: communicate the job offer, provide all information and instructions for the next steps, put the candidate in contact with persons responsible for on-boarding.

Candidate declined: Inform the candidate right away. A considered approach to rejecting candidates is a crucial part of building a positive hiring experience.

Remember: Not every candidate will deal with rejection well.



Feedback to candidate

Feedback offered to a candidate after they finish interviewing with your organisation



Once the choice has been made, **the outcome is communicated to the candidates by email.**

Avoid the phone: if you call people, you're making them respond gracefully on the spot to what might be really disappointing or even upsetting news (right after getting their hopes up when they see a call from you).



Feedback to candidate

Feedback offered to a candidate after they finish interviewing with your organisation

Tone



It is important that your emailed rejection is particularly kind and thoughtful. The note should acknowledge the investment candidates have made, and ideally offer something personalized (such as with feedback on their candidacy, a mention of a particular area of strength, or some info on why you ultimately went in a different direction).

When giving negative feedback, Don't:

- give feedback if candidates don't want it. Check with them to see if they'd find it valuable before you send it.
- make it personal. If you just don't like them, don't tell them.
- be rude or condescending. Make sure the tone of your response is neutral.
- give them false hope. If you have no intention of considering them for a role in future, don't tell them that or say you'll keep their CV on file.



Beware of the “compliment sandwich”!

Making criticism effective does not at all mean 'sugarcoating' it.

On the contrary, that metaphorical sugarcoat often makes it LESS effective.

This is the case with the famous 'Compliment sandwich' prepared with **a layer of compliments, a criticism and then another layer of compliments.**

Examples:

- *'I wanted to tell you that you are great. You struggle in balancing priorities, but I wish I were like you.'*
- *I can tell you've done a lot of research. Your answers were off topic, after the first few sentences I got lost, but you were very good and you have an interesting profile.'*

This approach is not effective - in general, but especially for people with ASD - because it basically sounds like a muddled compliment without any useful indications.



Positive approach

Positive approach to the selection means focusing on the job requirements met by candidate instead of those missing, counting the strengths instead of weaknesses.

Clarify to the unchosen candidates that they were not chosen because:

- you were looking for someone with more experience in a certain area,
- or that while the candidate was strong, another candidate was stronger,
- or whatever the case may be

and NOT because they were not able to do so or they were not enough.



Do not harm the candidate's self-esteem.



Process Evaluation

Evaluation of the recruitment process, collecting feedback of all people involved, including the candidate.

Work doesn't end at implementing ASD-friendly strategies and processes. You need to measure how effective your procedures are to be inclusive.

Here are a few key factors to consider when revising your recruiting performance.

- **Talk to new hires.** Find out what part was the most difficult and the easiest part of the process. Look at the process as a whole, and find the steps that can be eliminated.
- **Check online reviews.** The results can be quite telling. Frequently check these reviews so that you can keep updated on how candidates actually feel about your job application process.
- **Use metrics.** You can look at the following:
 - # of candidates presented vs. # of candidates interviewed
 - # of candidates interviewed vs. # candidates offered
 - # candidates offered vs. # of candidates hired



Process Evaluation - Checklist

Evaluation of the recruitment process, collecting feedback of all people involved, including the candidate.

Did I prepare well for the recruitment process?

- Learning about ASD
- Learning about benefits of employing people with ASD
- Identifying common difficulties encountered by people with ASD when searching and applying for a job
- Learning on how to become inclusive autism-friendly company
- Defining key characteristics on autism-friendly employer

Did I implement an autism-friendly recruitment?

- Focusing on crucial competencies in the job description
- Using an autism-friendly job advertisement
- Using the best recruiting channels to reach the candidates with ASD
- Using the appropriate job application
- Adjusting the recruitment process for candidates with ASD

Did I use an autism-friendly selection process?

- Screening by using a chat application or an online test
- Choosing an appropriate job interview location
- Using a structured, competence and behavioural-based interview
- Using the STAR methodology for the interview
- Being aware of the communication during the job interview
- Using alternatives to the traditional job interview

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