

OPPORTUNITIES 4 AUTISM

A SPECTRUM OF OPPORTUNITIES
Training field professionals on how to
recruit and support individuals with
autism at the workplace



www.opportunities4autism.com

INVITATION TO INTERVIEW

Use this template to invite a candidate with ASD to interview. You can adapt the template to your hiring process setting and characteristics. This is good practice for all interviewees as it reduces anxiety and helps all candidates to demonstrate their experiences.

If the interview is taking place virtually or over the phone, adapt the content of the form and include relevant information (e.g. how the individual will receive the meeting invite and link, including any passwords, and what will happen in case of the internet connection causing disruption or ending the interview.)

Interview details

Interviewee's name:		Date of interview:		Time of interview:	
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You will meet:	(1) Name, Job Title (2) Name, Job Title	<i>(Include a photograph for each interviewer and the interviewers' one-page profiles.)</i>
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Building where the meeting will be:		Virtual/Phone meeting details:	
Room where the meeting will be:			
<i>A link to any photos, maps or directions of how to find the workplace building are really useful and can help minimise anxiety. If adding photos of where you will meet, ensure that this venue/allocated room doesn't change.</i>		<i>If the interview is taking place virtually or over the phone include relevant information here, e.g. meeting invite and link, including any passwords:</i>	

What we will talk about in the interview:	Please provide specific questions that will be asked during the interview.
What the interview will involve:	<i>Outline details of the interview format, including a schedule of the interview (if applicable). Specify the allotted time frame for each one. Will there be any tasks or assessments for the individual to complete, e.g. panel interview, one-to-one interview, presentation, in-tray exercise, case studies and numerical and verbal reasoning tests?</i>
Please let me know if I can do anything to help you participate in the interview.	For example, tell me if you have a preferred way of communicating or sensory requirements.

If you need any help on the day of the interview, please call:	Name, Job Title	<i>Include the name and contact details of a friendly individual (you, your receptionist or a colleague) who will be available to speak to the interviewee before the interview, eg about difficulties getting to the building, so that the interviewee does not feel alone or overwhelmed.</i>
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Szczecińska
Szkola Wyższa



cesie
the world is only one creature



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