

Recommendations for inclusive recruiting

- Make sure that your job advertisements are clear and easy to understand. Describe the role you are offering and what is expected of the employee.
- Job descriptions should be free of requirements that are not crucial to doing the job effectively. Qualities such as "excellent communication skills" or "good team player" are often included as default skills when they are actually not essential to the role – and many autistic people will not apply for jobs that require these traits.
- It would be beneficial to provide applicants with a clear explanation of the information required on the application form and to ensure that the form includes a space for applicants to highlight any support or adjustments they may need during the interview.
- Assess the interviewing process and be mindful of communication. It is often stressful for autistic people to meet people they don't know and they may “underrepresent” themselves during a job interview. Open-ended and abstract questions may be confusing, too. In the job interview, ask clear questions about the candidates' previous work experience and education.
- As a recruiter, focus on the skills and experience that are directly relevant to the job (“hard skills”). Consider if good social skills are relevant for the position. Is being passionate about small talk essential for the role of a data analyst or cybersecurity specialist? Probably not.
- Adopt a person-centred approach. Prioritise open dialogue to understand the candidate's unique strengths, challenges, and workplace preferences. A good way to learn more about an autistic person is by inquiring about their interests.
- Accommodate sensory sensitivities. Hold interviews in a quiet space with minimal stimuli and no distractions.
- Try unconventional interviewing methods such as skill assessments, simulations (nowadays, even in virtual reality), case studies and problem-solving.
- Continuously evaluate and refine recruitment processes to enhance inclusivity and effectiveness. Incorporate feedback from autistic candidates and employees to improve future interactions and accommodations.