

Autism-friendly onboarding checklist

Use this checklist to ensure clear communication of workplace expectations and create an inclusive onboarding process for all employees, including autistic individuals. This checklist ensures that onboarding processes are clear, inclusive, and easy to follow for all employees, promoting understanding and reducing anxiety in new settings.

Understanding power dynamics

- Clearly outline the company's social hierarchies and power dynamics.
- Specify whether employees can approach managers directly or need to schedule appointments.

Dress code

- Provide a clear dress code policy with visual examples.
- Include links to online guides if applicable.

After-hours expectations

- Clarify if employees are expected to work after-hours or if it's voluntary.

Workplace culture

- Explain appropriate workplace behavior and communication, including:
 - What jokes are considered acceptable.
 - Team activities outside of work (e.g., social events or celebrations).
 - Practices such as exchanging gifts for birthdays or holidays.

Customer and office practices

- Clarify if certain customers are allowed special discounts.
- Outline expectations around buying tea, coffee, or snacks for the office kitchen.

Visual aids and communication

- Use checklists, visual aids, or social stories to explain workplace norms.
- Share materials via email for easy access and future reference.

Coaching and support

- Provide coaching on communication, teamwork, and conflict resolution.
- Act out common workplace scenarios, such as:
 - Small talk in shared spaces.
 - Addressing errors in someone else's work.
 - Receiving and giving constructive feedback.

Ongoing support

- Identify a "safe person" in the workplace for ongoing guidance and support.
- Stay open and supportive, offering continued contact and assistance as needed.