



Creating a Neuroinclusive Employee Lifecycle Process

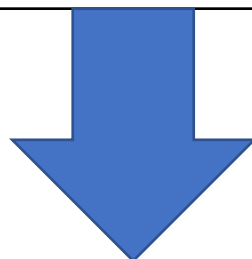
Many organisations when it comes to recruiting for roles within their organisation will use an applicant tracker system through their company's website. However, often these applicant tracker system's will lack the information required to allow neurodivergent applicants to state their difference or disability and what reasonable adjustments they might need. Often the pre-interview questions asked will automatically exclude neurodivergent applicants from the next stage of the employee lifecycle process. Questions or statements such as "Please disclose if you have had any gaps in your employment in the last three years?" or "Why would you be the best candidate for this role?" fail to factor in that neurodivergent people are often inherently honest and will invariably struggle to embellish aspects of their previous employment. They may also have had gaps in their employment history through no fault of their own often as a consequence of lack of opportunity. So, please factor this in when considering any pre-interview questions on your applicant tracker system. The other big factor that organisations will often overlook is failing to allow an neurodivergent applicant to 1) Disclose their disability 2) Failing to allow the neurodivergent applicant to state what reasonable adjustments they need for the interview if they are shortlisted. 3) Failing to allow the neurodivergent applicant the opportunity to disclose what reasonable adjustments they might need if they are successful for a role within your organisation. Often these factors get omitted from an applicant tracker system because the hr/recruitment functions lack the training, knowledge and skills required to support neurodivergent applicants through this critical part of the employee

lifecycle process. As an organisation it is imperative that your senior leaders and key business functions have the necessary training, knowledge and skills required to support neurodivergent talent through the entire employee lifecycle process. Below we will show you what a good Neuroinclusive employee lifecycle process should look like:

Stage 1: Job Application

Things to consider:

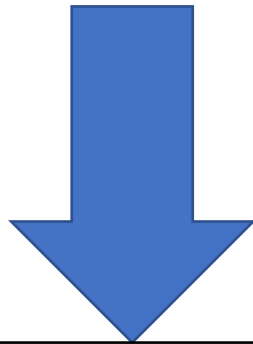
- **Is your job description clearly written?**
- **Avoid acronyms or corporate specific jargon.**
- **Provide enough context for a Neurodivergent applicant, include only relevant requirements for the role.**
- **Include a description of where the role sits within your organisation.**
- **List only tasks that an applicant will be doing on a regular basis within the role.**
- **List only criteria relevant for a Neurodivergent applicant to be considered for a specific role within your organisation.**
- **Think about experience levels and how that experience might be relevant to a specific role.**
- **Only include key words and soft skills relevant to the role.**
- **Be specific about academic or technical skills where they might be required.**
- **Consider stating that you welcome applications from Neurodivergent individuals on your job adverts.**
- **State under core responsibilities who the employee will be working with and what line manager(s) they will be report to. Be specific about this.**
- **Avoid vague or ambiguous statements such as “significant value.”**
- **Provide clear information on the job description of how a Neurodivergent applicant can request reasonable adjustments.**
- **If there are any interview assessments as part of the application process clearly state this on-the-job description.**
- **Factor in that different Neurodivergent individuals process information differently. Provide instructions in a clear intelligible font size with alt text used. Consider using infographics and video format where necessary should be available.**



Stage 2: Pre-Interview

Things to consider:

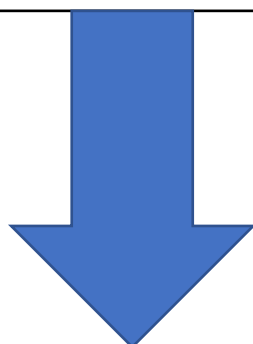
- Call a Neurodivergent applicant prior to interview. Introduce yourself and state who they will be meeting as part of the interview format.
- If the interview is remote based, consider have a tech test on Zoom or Teams with the Neurodivergent applicant. Factoring in possibly slower processing speeds.
- If the interview is in person, consider providing the applicant with a map and instructions on how to get to your offices. Provide an emergency contact phone number for the applicant to call in case they get lost or are running late for the interview.
- If any interview changes such as change of interviewer or day of interview need to be changed. Inform the Neurodivergent applicant as far in advance as possible and explain the need for the changes.
- Provide a list of commonly asked interview questions in advance of the interview. This will allow the Neurodivergent applicant time to prepare for what the interview will look like on the day.
- Where possible provide the Neurodivergent applicant with some examples of typical interview assessments that your organisation conducts as part of your interview process.



Stage 3: The Interview

Things to consider:

- Hold the interview in a quiet part of your office or building or in a designated quiet zone.
- Provide extra time for any interview assessments if a Neurodivergent applicant has requested this.
- If there is a group task as part of the interview process. Where applicable put a Neurodivergent applicant into a smaller group size to help put them at ease.
- Ensure that the interview assessment is relevant to the role they will be doing if successful at interview.
- Allow a Neurodivergent applicant the opportunity to utilise IT Accessibility tools instead of handwritten responses.
- If the interview is virtual provide clear information on which platform that you will be using for the interview.
- Ensure that your hiring managers and recruiters do not have virtual backgrounds which could be visually distracting for a Neurodivergent candidate.
- Instruct your interviewers (if the meeting is virtual) to limit background noise and distractions such as barking dogs.



Stage 4: Pre-Employment

Things to consider:

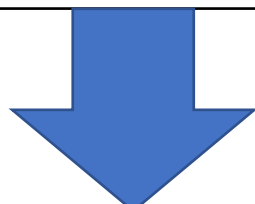
- Have a pre-employment visit for your Neurodivergent new starter to meet their new colleagues and to familiarise themselves with their working environment.
- Put in agreed upon reasonable adjustments before their employment commences.
- Share their diagnosis with the wider organisation to increase awareness and education of Neurodiversity (where consent has been given).
- Where requested, ensure that your Neurodivergent has a fixed desk space in a quiet part of your office.
- Does your organisation have an induction pack about who you are and what you do as a business?
- Adapt your induction process to the needs of the Neurodivergent individual (where applicable to do so).
- Provide access to a workplace assessment for a Neurodivergent employee if they request one.
- Agree upon regular, well-structured performance review meetings to help guide them through the probationary period in your organisation.



Stage 5: Probationary Period

Things to Consider:

- Provide a glossary of key terms and terms from day 1 of their employment.
- Discuss the job role, the expectations and their preferred learning and working styles.
- Ensure that reasonable adjustments are consistent and appropriate for the individuals needs. Review regularly.
- Address any workplace issues that may arise as soon as they occur.
- (If Applicable) provide a workplace buddy or mentor to support them during the first months of their employment with your organisation.
- Consider creating a best practice template of what a typical structured day in the workplace should look like for them.
- Put in regular reviews to check for understanding.



Stage 6: Employment

Things to Consider:

- **Put a personal development plan in place from day 1 of their employment.**
- **Have regular and consistent performance appraisals to support Neurodivergent employees in your organisation.**
- **Ensure that reasonable adjustments are up to date and relevant.**
- **Have the option of flexible or hybrid working (where it is feasible to do so).**
- **Have Neurodiversity awareness training for your employees and (where consented to share their diagnosis) with your wider organisation.**
- **Line managers should consider adapting their leadership and working styles where necessary to support neurodivergent employees in their teams.**
- **Have open honest conversations with neurodivergent employees so if any workplace issues arise they can be dealt with straight away.**
- **Listen to the needs of a neurodivergent employee don't assume that you have the answers.**