



Neurodivergent Self-Assessment Toolkit for Organisations

At Advance: The Disability Consultants we recognise that every organisation seeking to become a Neurodivergent confident employer is at different stages of their journey to achieving this goal. This self-assessment toolkit gives organisations the opportunity to critically evaluate and assess what stage they are currently at in recruiting, supporting, and developing neurodivergent talent in their workplace. This self-assessment toolkit charts the entire employee lifecycle process from job application right through to successful employment and career development within your organisation. The self-assessment toolkit also allows organisations to critically analyse and evaluate their own organisational culture and what changes they might need to make to be more neurodivergent inclusive. This toolkit will allow your organisation to reflect, internalise and implement changes to ensure that you are helping your neurodivergent population thrive in a sustainable, successful, and most importantly a Neuroinclusive workplace.

- **Job Applications**

As an organisation neurodivergent applicants can disclose their disability on our applicant tracker form?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Neurodivergent applicants are able to disclose what reasonable adjustments they need at interview on our applicant tracker form?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Neurodivergent applicants are able to disclose what reasonable adjustments they need if successful for the job role?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our job descriptions are free from jargon and actively encourage neurodivergent applicants to apply?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our job descriptions (where applicable, allow for hybrid or flexible working if the neurodivergent candidate is successful?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our website is accessible for neurodivergent applicants seeking a career with our organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?

Is our application process easily accessible for a neurodivergent applicant?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our organisation offers alternative interview processes to neurodivergent applicants if they require it?	(Yes, No)	What do we need to do differently?	How will we make these changes?
As an organisation we accept alternatives to a CV such as project or portfolio work?	(Yes, No)	What do we need to do differently?	How will we make these changes?

- **Pre-interview**

Our hiring managers and recruiters are calling neurodivergent applicants prior to the interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we informing neurodivergent applicants of who they will meet on the day of the interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If the interview is remote based are we having a tech test with the applicant prior to the interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If the interview is in person are we providing the neurodivergent applicant with instructions on how to get to your offices?	(Yes, No)	What do we need to do differently?	How will we make these changes?

Are we ensuring that if there are any schedule changes for the interview that these are announced prior to the interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we providing the neurodivergent applicant with a list of commonly asked interview questions prior to interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If there are any interview assessments prior to interview are we letting the neurodivergent applicant know?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we providing the neurodivergent applicant with example interview assessments prior to interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?

- Interview**

Are we ensuring that the interview is in a designated quiet zone?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are hiring managers asking direct, appropriate questions during the interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If requested are we providing extra time for neurodivergent applicants for	(Yes, No)	What do we need to do differently?	How will we make these changes?

interview assessments?			
If the interview is remote based are we factoring in that the neurodivergent applicant might have a slower processing speed?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If there is a group assessment for the interview, are we ensuring that the group cohorts are smaller to help put the neurodivergent applicant at ease?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are the interview assessments provided relevant to the role they will be doing if successful?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If necessary, are mentors allowed to attend your interviews to support neurodivergent applicants?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If necessary can a neurodivergent applicant access IT Accessibility tools instead of submitting handwritten responses?	(Yes, No)	What do we need to do differently?	How will we make these changes?

- Pre-employment

Are we ensuring that they are meeting their new colleagues prior to commencing employment with your organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have we put in place agreed upon reasonable adjustments prior to the commencement of their employment?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have we put together an action plan of what their probationary period and training programme will look like?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have they had an in-person or virtual tour of the office prior to commencement of employment with your organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?
(If consented to) Has their diagnosis of neurodivergent been shared with their colleagues and the wider organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If they are working in the office, have we ensured that their desk is in a quiet part of the office?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our organisation has an induction pack about who we	(Yes, No)	What do we need to do differently?	How will we make these changes?

are and what we do as a business?			
Our organisation adapts our induction process (where applicable) for neurodivergent new starters?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our organisation provides specific support or reasonable adjustments for a neurodivergent employee (where they have requested these?)	(Yes, No)	What do we need to do differently?	How will we make these changes?
A neurodivergent new starter has access to a workplace assessment (where applicable?)	(Yes, No)	What do we need to do differently?	How will we make these changes?
Our organisation is a psychologically safe space where a neurodivergent employee can get access to wellbeing and employment support (where applicable?)	(Yes, No)	What do we need to do differently?	How will we make these changes?

- **Probationary Period**

Does the neurodivergent employee have a designated workplace buddy?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Has the workplace buddy been appropriately trained and are they a good personality match for the	(Yes, No)	What do we need to do differently?	How will we make these changes?

neurodivergent employee?			
Are neurodivergent employee's performance reviews during their probationary regular, consistent & well-structured?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have we implemented a personal development plan for all Neurodivergent employees during their probationary period?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are there reasonable adjustments been reviewed at every performance appraisal?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we addressing any workplace issues that arise promptly?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we permitting flexible working for them where possible?	(Yes, No)	What do we need to do differently?	How will we make these changes?
If they are working remotely, are we ensuring that they are getting regular access to support from line managers and workplace buddies?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have they got access to a designated quiet zone to work in your office?	(Yes, No)	What do we need to do differently?	How will we make these changes?

Have we worked with them to deliver a structured working day and what does that look like?	(Yes, No)	What do we need to do differently?	How will we make these changes?
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- **Permanent Employment**

Have neurodivergent employees been correctly assimilated into teams and the organisation by senior leaders/managers?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are performance reviews & appraisals regular and consistent for neurodivergent employees?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Do they have a personal development plan in place?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have future career options within your organisation being discussed for your neurodivergent employees?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are their reasonable adjustments up to date and reflective of their current needs in your organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Do they have the option of flexible working in your organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?

Do they have a permanent workplace buddy that they can seek out for guidance and support?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are all employees in a Neurodivergent employee's team and the wider organisation aware that they are neurodivergent (if they have consented to this information being shared)?	(Yes, No)	What do we need to do differently?	How will we make these changes?

- **Training & Development**

Have all employees within your organisation had some form neurodiversity awareness training?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Have our HR & Recruitment Teams had specialist neurodiversity training to support neurodivergent candidates through the employee lifecycle process?	(Yes, No)	What do we need to do differently?	How will we make these changes?
As an organisation do we have a clear plan for recruiting and developing neurodivergent talent within our organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?

Are our HR & Recruitment teams able to implement appropriate reasonable adjustments for neurodivergent applicants at interview?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are our HR & Recruitment teams able to implement appropriate reasonable adjustments for neurodivergent applicants during the probationary period of employment?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we providing yearly neurodivergent refresher training for all employees in our organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we constantly reviewing our organisational processes and policies to ensure that they are neurodivergent friendly?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we having difficult conversations as an organisation to ensure that we are becoming a neurodivergent inclusive employer?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are we challenging individual and team	(Yes, No)	What do we need to do differently?	How will we make these changes?

misconceptions and assumptions of neurodiversity in the workplace?			
Are we aligning our organisational values to ensure that we are a neurodivergent confident employer?	(Yes, No)	What do we need to do differently?	How will we make these changes?
Are senior leadership invested in supporting and developing neurodivergent talent in our organisation?	(Yes, No)	What do we need to do differently?	How will we make these changes?