



Tool box

BENEFIT CARDS





Benefit Card

Candidates

Finding and applying for a job can feel overwhelming, but with the right preparation, you can confidently showcase your skills and strengths.

Just as recruiters adjust their hiring processes to be more inclusive, job seekers can also take steps to navigate the recruitment process effectively.

Each person has unique talents, and job applications should highlight skills and experiences in a way that best represents individual capabilities. Some traditional hiring practices, such as standard interviews, may not be the best way to showcase your strengths, but there are alternative ways to demonstrate your skills and potential.

By using this Benefit Card, autistic job seekers can better understand job ads, structure strong application materials, and prepare for interviews in a way that works best for them.

Applying for a job can be challenging, but with the right strategies, you can showcase your skills and find a role that fits your strengths.

**Your skills matter
—prepare,
advocate, and find
the right
workplace for you**

Interview Preparation Checklist

- ☐ Request details about the interview format, structure, and expectations in advance.
- ☐ Practice answering common interview questions with a friend, mentor, or job counselor.
- ☐ Prepare examples of how your skills and experience relate to the job.
- ☐ Ask for accommodations if needed, such as extra response time, written questions, or a quiet interview setting.
- ☐ Plan what you will wear in advance to reduce stress on the interview day.
- ☐ Arrange transportation and check the route if the interview is in person.
- ☐ Prepare a few questions to ask the interviewer about the role or company.
- ☐ Take deep breaths and remind yourself that interviews are also an opportunity for you to assess if the job is a good fit for you.

Job Counsellor Assistance:

Consider reaching out to autism and employability specialists for tailored job search guidance. These experts can help with resumes, interview strategies, and showcasing your skills effectively. They can also assist in identifying and communicating needed accommodations to employers. If desired, you might be able to bring the counsellor to interviews for support. Involving experienced counsellors can boost your confidence, enhance your application, and improve your chances of finding a suitable job that matches your abilities and interests.

Job Title

Understanding Job Descriptions.

Look for clear job requirements and focus on positions that match your skills and interests.

Professional and Educational Experience

If you have work experience, clearly list your previous roles, highlighting key responsibilities and achievements. Focus on tasks and projects that demonstrate your skills and strengths, even if they are not directly related to the job you are applying for. If you have limited formal work experience, include relevant internships, volunteer work, or personal projects that showcase your capabilities.



CV Tips

Keep your CV well-structured with clear sections, including contact information, education, skills, work experience, and any relevant volunteering or projects.

Focus on your strengths, such as technical skills, problem-solving abilities, or attention to detail.

If work experience is limited, highlight relevant coursework, certifications, or personal projects that demonstrate your capabilities.

Use bullet points to make information easy to read and avoid overly complex formatting.



Cover Letter Tips

Keep it concise and tailored to the job you're applying for.

Clearly state why you are interested in the position and how your skills align with the job requirements.

Provide specific examples of tasks or projects that demonstrate your abilities.

If necessary, mention any accommodations that may help you perform effectively in the role.

Workplace Integration

Starting a new job can be challenging, but there are several strategies to make the transition smoother. It's helpful to ask for clear instructions on tasks and responsibilities, and if needed, request written guidelines to better process information. Identifying a point of contact, such as a supervisor or colleague, can provide valuable guidance and support. If the work environment feels overwhelming, discussing accommodations with HR or your manager can help, such as adjusting lighting or noise levels. Establishing a routine and using organizational tools like calendars and reminders can also be beneficial. Taking breaks when needed and communicating challenges early on can help find solutions collaboratively with your employer. Building relationships with colleagues takes time; it's best to start by observing interactions and gradually engaging in conversations.