



# Tool box

BENEFIT CARDS





# Benefit Card

## Recruiters

Ensuring a fair and effective recruitment process requires adapting hiring practices to recognize the diverse talents of autistic candidates. Traditional selection methods may not always capture a candidate's true potential, making it crucial for organizations to implement inclusive strategies.

Just as job seekers prepare CVs and interviews, employers must also tailor their recruitment processes to accommodate different needs. Some candidates may struggle with conventional interview formats, while others may require role adjustments to contribute effectively.

Recognizing that every candidate is unique, organizations have a shared responsibility to create inclusive hiring practices that maximize employment opportunities and showcase the full potential of all individuals.

By using this Benefit Card, recruiters can refine their selection processes, reduce barriers, and ensure a more equitable evaluation of talent.

**Inclusive hiring  
isn't just fair—it  
helps uncover  
untapped talent**

## Inclusive Interview Checklist

- Communication of the interview format, structure and expectations clearly and well in advance
- Offer flexible formats (e.g., written tasks, practical demonstrations), and allow extra time for responses.
- Quiet space, well-lit (but not harsh), and free from distractions
- Address sensory considerations (lighting, noise)
- Skills-based questions, focusing on job-related tasks rather than personality traits
- Direct, clear language—avoiding abstract or hypothetical questions
- Avoid making assumptions about body language (like eye contact or fidgeting)
- Ask one question at a time and allow extra response time if needed

## Selection

- Evaluation based on skills and job performance, not social behaviors unrelated to the role.
- Outline the next steps and timeline for feedback at the end.
- If the candidate lacks communication skills for the interview what other methods can I select to access their competences and profile?

### Job Counsellor Assistance:

If possible involve organisations and professionals experienced in autism and employability to assist in the recruitment and onboarding process.

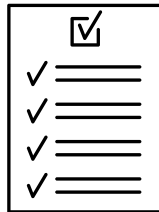
# Job Title

**Clear and Accessible Job Descriptions:** Use straightforward language, avoid jargon, and highlight essential skills rather than focusing solely on experience.

## Assessment

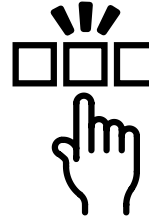
### Work Experience

Professional and educational experience aims at showcasing our know-how and expertise. However, autistic people have a harder time finding a job which can translate to fewer experiences compared to other candidates. What can substitute the potential lack of professional experience?



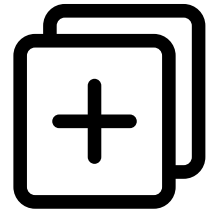
#### Look beyond work

Revision of past use of competences beyond work experience. Either in an educational, community, or institutional setting aim to ask and answer competencies-related questions with other examples.



#### Assess competencies with other methods

Tests, job role plays, interviews, and other methods can be used to assess a candidate competencies. After learning the candidate characteristics prepare exercises for the selection.



#### Job training and learning

Always consider continuous learning and on-the-job training as fundamental parts of recruitment. Especially when assessing autistic adults who may have had to face obstacles to gather experience, never forget that part of the organization's responsibility is to empower and nurture the talent.

## Cognitive Bias

### Minimizing Cognitive Bias

Cognitive biases do not always represent intentional cases of discrimination, but also unconscious bias. To avoid these, make a list of actions in the process you will take part and identify the possibilities for biases and how to overcome them. Remember, even an interview will provide a biased analysis if the interviewee is unable to present themselves in the built environment or if the questions are tailored to personal and too subjective matters.

Focus on competencies, provide alternative methods to assess abilities, and ensure a fair evaluation process.