



## Top 10 Best Practices for Neurodiverse Job Seekers

1. Know your support network and use them	<ul style="list-style-type: none"> <li>• Family member, job coach, mentor</li> </ul>
2. Know your greatest assets and how they can be utilized in the workplace	<ul style="list-style-type: none"> <li>• Examples: Reliability, hard working, fast learner, creative, self-starter, observant</li> </ul>
3. Know the areas you struggle in or are challenged by	<ul style="list-style-type: none"> <li>• Time management, Focus</li> <li>• Understanding body language</li> </ul>
4. Know how you can be supported to overcome your struggles and challenges	<ul style="list-style-type: none"> <li>• Schedule with exact times</li> <li>• Keep me busy, concise directions</li> </ul>
5. Create a “one pager” that shares: → all the things you are really good at doing → all of your greatest assets → areas and situations you struggle → how to support you through those struggles	<ul style="list-style-type: none"> <li>• This can go on top of a resume and with an application</li> <li>• This can be shared anytime during the hiring process</li> <li>• It helps you and the employer get off to a good start</li> </ul>
6. Make sure you can meet the requirements and expectations in a job posting or job description before applying	<ul style="list-style-type: none"> <li>• Location, work days, hours per shift</li> <li>• Primary tasks</li> <li>• If you aren’t sure call the employer</li> </ul>
7. Make sure your application is accurate and complete before pressing “send” or “submit” and make sure to check your email (including the “junk folder”) daily	<ul style="list-style-type: none"> <li>• Have someone help you</li> <li>• 100% complete</li> <li>• Check email daily (including junk)</li> <li>• Respond promptly</li> </ul>
8. Make sure your resume is up to date and accurate	<ul style="list-style-type: none"> <li>• Get help with this</li> <li>• Have hard and digital copies</li> </ul>
9. Apply for jobs that your skills and assets are a good match for	<ul style="list-style-type: none"> <li>• This will help you be a great employee</li> <li>• This will reduce struggles / challenges</li> </ul>
10. Use your support network to navigate the application process, interview process, hiring process and on-boarding process	<ul style="list-style-type: none"> <li>• They want you to succeed</li> <li>• Listen and take advice</li> <li>• Ask for help</li> </ul>

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