

# Inclusive strategies INDUCTION



This factsheet can help you explore your induction processes and ways you can be more inclusive for Autistic and autism communities. Consider these inclusive strategies:

Before starting	<ul style="list-style-type: none"><li>• Use clear language in the employment contract</li><li>• Provide start date, time, location and a contact person for the first day</li><li>• Offer a chance to ask questions or meet prior to starting</li><li>• Communicate grooming, attire and Personal Protective Equipment expectations and requirements</li><li>• Confirm the details of any adjustments required</li></ul>
Role Expectations	<ul style="list-style-type: none"><li>• Review job expectations, including responsibilities and authorities</li><li>• Discuss how work is assigned and monitored</li><li>• Discuss how quality, amount and timeliness of work delivered will be managed</li><li>• Be clear about work patterns (number of hours, timing, location)</li></ul>
Supervisor and mentor	<ul style="list-style-type: none"><li>• Consider assigning both a mentor and supervisor. The mentor can be an additional support for new employees</li><li>• Set regular times for feedback</li><li>• Get to know your employee and consider exploring 'what does autism look like for you? Are there things you'd like me to know that will set you up for success?'</li></ul>
Workplace orientation	<ul style="list-style-type: none"><li>• Provide orientation in multiple formats and at a reasonable pace to assist information processing</li><li>• Provide an organisation chart including who to speak to about different things</li><li>• Be clear about office norms, values and social expectations</li></ul>
Develop a support plan	<ul style="list-style-type: none"><li>• Work with your employee to develop a support plan if required</li><li>• Be aware of assistance options that can support you to employ Autistic people</li></ul>

By implementing this guidance, you are making a meaningful start in recognising Autistic strengths and all the ways that autism works. Contact the Office for Autism for more help!