

JOB TITLE (Avoid jargon when designing the job title, for example say 'bar tender' instead of 'beverage dissemination officer')

LOCATION

State any homeworking options, the estimated amount of travel needed to different locations, the expected office presence and working locations here.

WORKING PATTERN/HOURS

State any shift work patterns, core hours or the expected start and finish times here, including any set lunch or break times.

CONTRACT TYPE

State whether the role is permanent, temporary, or fixed duration etc.

SALARY

State the salary range or starting salary here, avoid stating it is 'competitive' as this will likely exclude many autistic candidate that may feel overwhelmed by having to ask or negotiate a salary. You should as a minimum state that candidates are able to enquire about the salary range before applying and give a named contact for this purpose, offering information by text, email or video/phone.

ADJUSTMENTS PLEDGE

State:

'Please contact (named contact email and phone number) to talk through any reasonable adjustments we may be able to make for you'.

You should also give some information here about standard adjustments that you offer or have tailored for candidates in the past so that they are encouraged to get in touch at this stage and make an early, positive and effective disclosure.

TEAM CULTURE

Introduce key team members and leaders and include links to a one-page bio with a current photo, as well as describing the specific team culture, for example is the team quiet, measured and methodical within a large open-plan office or lively and working at a fast pace to react to demands within a small office? Avoid using vague and subjective phrases such as 'our friendly team'. You should also include links to any visual information such as photos or 360° video tours of any offices or regular workspaces here.

COMPANY INFORMATION

Overview the company, what it does, it's clients and provide a weblink for more information. This ensure that candidates are not overloaded with too much information. Highlight and state any support you have in place for autistic candidates and employees, any autism initiatives or case studies within your company here to encourage applications.

THE ROLE

Describe the role clearly and literally, avoid and technical jargon wherever possible and acronyms. Clearly describe the requirement for communicating within the team, with other business units, team or departments and with external organisations, customers or clients – and specify whether this is in writing or verbally on-site, or via video call or phone-call. Finally, set-out the main duties in clear bullet points as below).

- Main day-to-day duty
- Main day-to day duty

PERSON SPECIFICATION, SKILLS, EXPERIENCE AND QUALIFICATIONS

State any minimum qualifications or experience required. Do consider minimum requirements carefully, we know that autistic individuals are often not able to achieve academically to their full potential because they are unsupported and also lack experience because they are often disadvantaged during recruitment and selection processes.

Do not state desirable experience and qualifications here (but do include desirable qualities on your full role description if you wish to)

When describing the person specification, think carefully, for example does the person need excellent communication skills (this can be off-putting for many autistic candidates) or do they need to be able to effectively communicate their work thoughts and ideas in their preferred format to colleagues and managers?

HOW TO APPLY

We recommend that you prepare an application form for candidates to submit, rather than asking them to submit a CV or covering letter. A well-constructed form, with word counts and examples for any 'free text' responses required is best practice and accessible. Your application form can be sent by email or better still accessed and submitted on-line. Remember to include your adjustments pledge again on your application form and in any communications with candidates to encourage early, effective and positive disclosure.

APPLICATION DEADLINE AND RECRUITMENT TIMELINE AND STAGES

State the application deadline here as well as key dates in the recruitment timeline, for example, date for assessment, interview or second interview or assessment, any clearance or security processes and the expected start date.

We recommend that employers always offer a practical task for candidates to undertake so that they can demonstrate their aptitude or skills for the actual role, rather than an interview where candidates are required to talk or write about what they can do or would do in certain situations.

If the timeline is subject to change then state this here, as well as how the candidate will be informed of any changes.