

# Inclusive Hiring Guide

## Neurodiverse candidates

Neurodiversity refers to the variance of how the brain can work and interpret information. Neurodiversity is a broad umbrella term that includes conditions such as autism, ADHD, dyslexia, dyspraxia, dyscalculia, dysgraphia, and Tourette syndrome. By following these recommendations, you can feel confident that the interview process is effective and advantageous for neurodiverse candidates. In doing so, you'll more effectively contribute to building a diverse workforce.

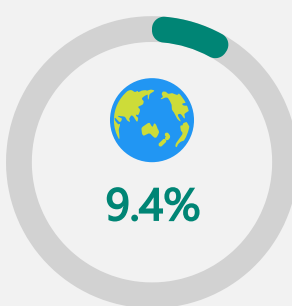


Interviewing for a job can be an incredibly stressful experience for anyone looking for employment, but for neurodiverse candidates who may have social difficulties and miss nonverbal cues, the experience can be paralyzing. Your role as a manager is to create an inclusive experience for that candidate.

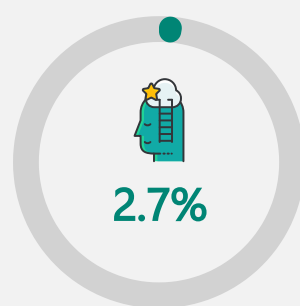
## Creating an inclusive environment

When recruiters feel prepared and equipped to interview candidates who are neurodiverse, the candidates are set up for the best possible interview experience.

Review best practices and ask questions in advance to avoid putting an interviewer or candidate in a situation where they're not able to perform to the best of their abilities.



of the global population has ADHD



1 in 44 people or 2.7% of the global population is autistic



### Minimize distractions

Hide your background using the blur feature, remove kids or pets from your room if possible; mute your mic when not speaking to minimize any ambient noise from your environment.



### Set expectations

Share as much as you can about how the interview is going to flow. This allows the candidate time to process how the interview will flow. Inform the candidate that if they need a break, they can share the need via voice or text.



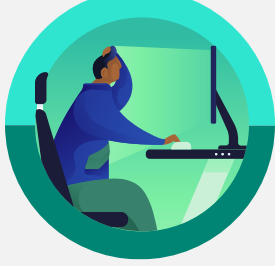
### Avoid large groups

If your interview process includes several stakeholders, consider scheduling 1:1 interviews rather than conducting a panel interview situation.

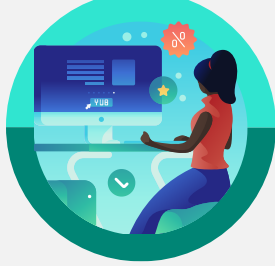
## Inclusive screening and interviewing

For neurodiverse individuals, interviewing for a job may enhance social anxiety which could cause individuals to freeze up and be unable to think on the spot, and ultimately be unable to respond in ways that communicate their knowledge and experience.

Most societal settings, patterns, and interactions are optimized for individuals with neurotypical processing. By making a few adjustments to your interview structure, you can create a great interview experience for everyone involved.



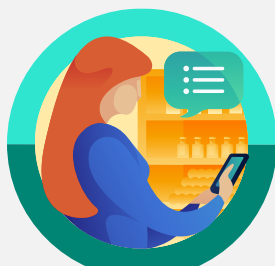
All your questions should be purely job related



Do not simplify inquiries or make them less technical.



Limit hypothetical or abstract questions.



Prepare typed questions and send through chat



Don't interrupt. Allow time for thought processing.



Focus on proven skills and demonstrated capabilities

## Potential Accommodations

A candidate can request accommodations during the screening process and/or when scheduled for an interview. These can include but are not limited to:

✓ Extended time when completing online technical screens.

✓ Demos for candidates to get comfortable with Teams and/or code sharing platforms.

✓ Options to use their preferred coding environments for questions.

✓ 1:1 interviews rather than panel or group interviews

✓ Asking that interviews occur at a specific time of day, so applicants are at their best.

✓ Extra time for interviews, longer breaks between interviews, and fewer interviews per day.

✓ Request for interviewers to supply questions in writing through the chat as well as verbally.

✓ Request for interviewers to receive training on neurodiversity.

✓ Request for interviewers to allow time for thought processing after asking the questions.

✓ Job Coaching support before, during or after interviews.

✓ CART (communication access real-time translation) Services.

✓ Choice to communicate verbally or in writing through the Teams chat.

## Onboarding best practices

When providing an offer to a candidate who has disclosed their neurodiversity, consider what aspects of the offer package and work environment may not be inclusive:

- Housing accommodations
- Accessible transportation
- Accessible workspace
- Travel accommodations
- Accessible washrooms
- Provided technology including laptops and keyboards

New staff with neurodiverse conditions may benefit from having one point of contact they can go to with questions while navigating the potentially overwhelming processes of new-employee paperwork, relocation, and orientation.

