Autism in the Workplace – Strategies to Support Individuals with ASD in the Workplace

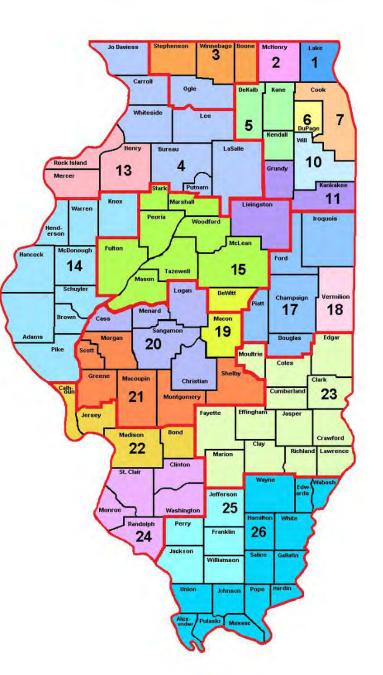
4/7/2021



#### **Kiersten Baer**

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## Where is Your Local Area?





4/7/2021



## Carissa Melody, MS

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AUTISM TRAINING AND TECHNICAL Assistance Project

## **ATTA Project**

Create resources and provide professional development design to assist individuals with Autism Spectrum Disorder (ASD) in transitioning to postsecondary and the workforce

- Training and Support for Stakeholders
  - Young Adult
  - Educators & Job Coaches
  - Employer
  - Family and Community

Website: autismcollegeandcareer.com



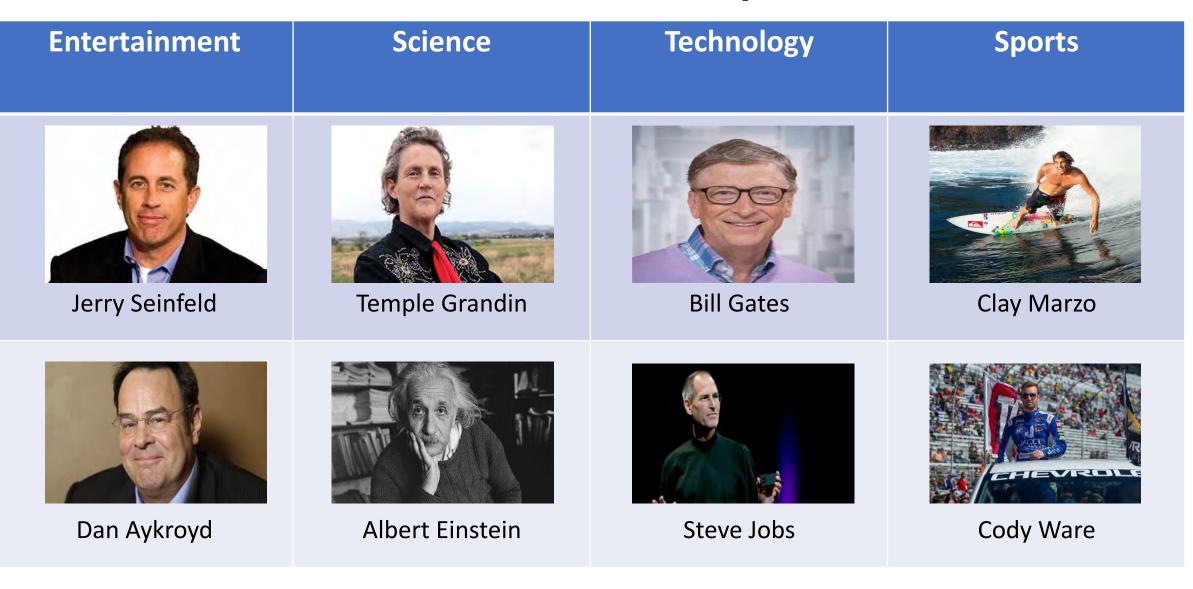
## **Objectives**



- It's autism awareness month what is ASD?
- What are the best ways to address ASD unemployment?
- Best practices for job seekers with ASD
- Best practices for employers
- Tools and resources available



### Famous Faces with Autism Spectrum Disorder





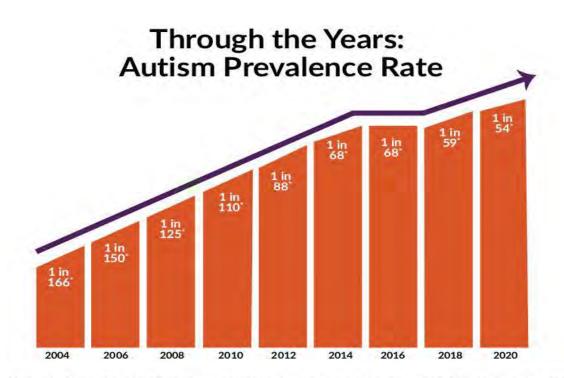
#### What Is Autism Spectrum Disorder (ASD)?

**Definition:** Autism spectrum disorder (ASD) is a developmental disability that can cause significant social, communication and behavioral challenges.

#### **Broad Spectrum**

Low functioning: IQ below 80 High functioning: IQ above 85

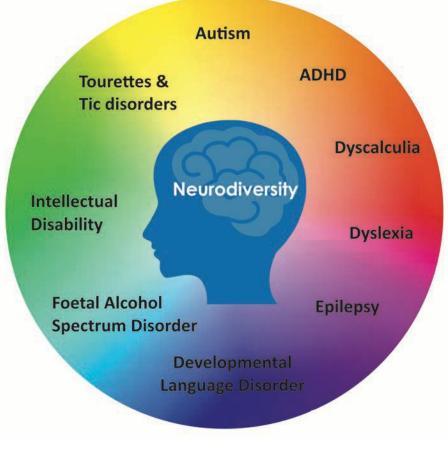
Prevalence Rate: 1 in 54 children are identified w/ ASD. (https://www.cdc.gov/)



\*Centers for Disease Control (CDC) prevalance estimates are for 4 years prior to the report data. i.e 2020 figures are from 2016.

## **Terminology: Neurodiversity**

"the idea that neurological differences are variations of the human brain" Judy Singer, 1988



**W**OA

Professional Development

americanjobcenter

#### **Neurodiversity Statistics**

- 1 in 4 Americans are "neurodiverse"
- 2% diagnosed ASD
- Overlap (co-morbidities)

#### **Autism Specific Statistics**

- Disability with the lowest employment rate
- 75-85% unemployed or underemployed
- 79% employed part-time
- Only 58% work after high school



## Why Should I Hire Someone with ASD?

#### **10 Characteristics of a Successful Employee**

- Trustworthy, Dependable, Loyal
- Attention to Detail
- Untapped Talent
- Process and Visual Thinkers
- Problem-Solving Ingenuity
- Integrity
- Perseverance
- Engaged with Specific Interests
- Retention
- All Employees Benefit from the Supports





#### **More Reasons**

Focus on the Strengths



#### Attention to detail Thoroughness

Accuracy



Deep focus Concentration Freedom from distraction

Observational skills

Fact finding

Listen, look, learn approach

Methodical approach Analytical

· Spotting patterns, repetition

Unique thought processes



#### Distinctive imagination

Novel approaches

Innovative solutions



**Tenacity and resilience**  Determination Challenge opinions



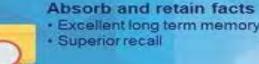
Accepting of difference Less likely to judge others May guestion norms



Integrity · Honesty, loyalty Commitment



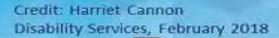




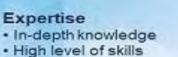
 Excellent long term memory Superior recall



Visual skills Visual learning and recall Detail-focussed







Creativity Expression of ideas



### **Employment Disparity**

- Traditional hiring practices
- Misinterpret autistic communication or behavior
- Gaps in employment history
- Disclosure or discrimination
- Employer fears the unknown
- Poor Interview Skills
- Decision based on interview vs. actual job skills
- Not a match for ALL job skills in specific position





#### **Disability Unemployment Statistics**

Year	With a disability Unemployment Rate	Without a disability Unemployment Rate	With a disability Labor Participation Rate	Without a disability Labor Participation Rate
2009	14.5%	9.0%	22.4%	70.9%
2010	14.8%	9.4%	21.8%	70.1%
2011	15.0%	8.7%	20.9%	69.7%
2012	13.4%	7.9%	20.6%	69.4%
2013	13.2%	7.1%	20.3%	68.9%
2014	12.5%	5.9%	19.5%	68.7%
2015	10.7%	5.1%	19.5%	68.5%
2016	10.5%	4.6%	20.0%	68.5%
2017	9.2%	4.2%	20.6%	68.6%
2018	8.0%	3.7%	20.8%	68.4%
2019	7.3%	3.5%	20.8%	68.7%

Bureau of Labor Statistics, U.S. Department of Labor, The Economics Daily, Unemployment rate for people with a disability declines to 7.3 percent in 2019 on the Internet at <a href="https://www.bls.gov/opub/ted/2020/unemployment-rate-for-people-with-a-disability-declines-to-7-point-3-percent-in-2019.htm">https://www.bls.gov/opub/ted/2020/unemployment-rate-for-people-with-a-disability-declines-to-7-point-3-percent-in-2019.htm</a> (visited January 07, 2021).



#### Percentage of People with a Disability Employed Shrinks from 2019 to 2020

The employment population ratio—that is, the percentage of the population that is employed—for people with a disability was 17.9 percent in 2020, a decrease from 19.3 percent in 2019. The ratio for people without a disability was 61.8 percent in 2020, down from 66.3 percent in the prior year. Data for 2020 reflect the effect of the COVID-19 pandemic and efforts to contain it.

**Source:** Bureau of Labor Statistics, U.S. Department of Labor, The Economics Daily, 17.9 percent of people with a disability employed in 2020 at <u>https://www.bls.gov/opub/ted/2021/17-9-percent-of-people-with-a-disability-employed-in-</u>2020.htm (visited March 03, 2021).



## What Does the Law say?

#### **Summary of Laws**

- Americans with Disabilities Act (ADA)
  - Prohibits discrimination
  - Guarantees equal opportunities
- Rehabilitation Act
  - Authorized funding for disability related purposes
  - Training & services for competitive integrated employment
- Workforce Innovation and Opportunity Act (WIOA)
  - Help job seekers access employment, education, training, support services



# How to Know if an Individual has ASD?

#### Self-Disclosure

- ATTA Document When Should I Disclose my Autism?
- U.S. Department of Labor
  - Disclosure Document Office of Disability Employment Policy (ODEP)
  - Invitation to Self-Identify Document
- Next for Autism: <u>Should I or Shouldn't Disclose My Disability?</u> <u>NEXT for AUTISM</u>

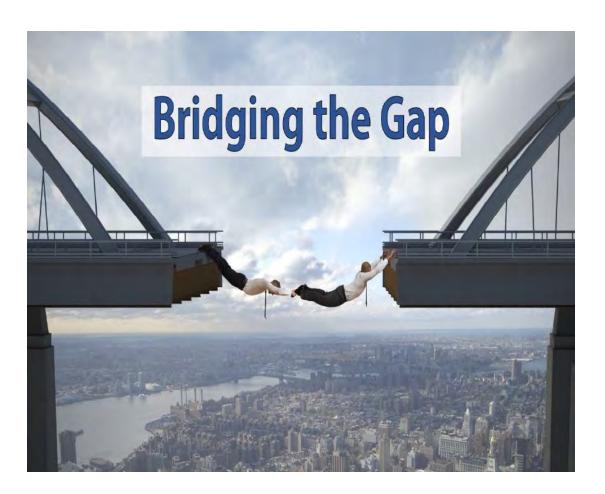
#### **Employer Tips**

- Have a self-identification form available as an "update to personal information" option
- Annual communication to employees encouraging self-identification
- Communication from organizational leaders to employees about the purpose of self-ID
- Spotlight successful employees with disabilities
- Make self-identification form part of the annual open enrollment process



#### **Potential Barriers to Employment**

- Communication
- Social Interaction
- Sensory Sensitivity
- Behavioral Challenges



Universal Design (Universal Design | U.S. Department of Labor (dol.gov)



## **Application and Interview**

**Autism Considerations** 

- Potential Application Barriers
  - Subjective questions
  - Disability friendly / accessible



- Potential Interview Barriers
  - Eye contact
  - Greetings
  - Body proximity
  - Voice tone
  - Stereotypical movement
  - Group interviews
  - Subjective Questions

#### **WOA Application and Interview Professional Development Strategies for the Applicant** american**job**center<sup>®</sup> Assistance with online application SM TRAINING AND TECHNICA ASSISTANCE PROJEC' **INTERVIEW TIPS ASSESSMENT** • Request a 1:1 interview Name Instructions: Complete this assessment as the student engages in the search for employment or First interview done by phone ful to engage in a mock interview to be able to assess some of the level of independence with which you are able to perform INTERVIEWING TIPS Request Interview Questions in An interview is an opportunity to convince an employer that you're the perfect person for the job. Interviewing well requires preparation and practice. Although some students may struggle with the social, conversational, and problem-solving skills needed for a job interview, it is important to reassure advance them that everyone feels nervous before an interview. SCALE BEFORE THE INTERVIEW Please check the number that most appropriately Practice (mock interview) identifies the correct answe 1. Do Your Homework. Check out the company's website for the most useful information. Know the 1 2 3 4 products and/or services the company offers. You should know the name of the company leader and • Speaking rate how the company is organized. For example, how many departments are there and what are their major functions? Once the interviewer learns you have researched the company, he or she will know on so I will that you have invested your time and that will serve you both well if you are hired. • 20-30 second self pitch prepared ion about 2. Consider What It Will Be Like to Work for This Company. Now that you have learned more about that I can the company, consider how working there might change your life. Consider the time you will be spending commuting to and from the job site. How will you get there? What type of work ew. environment and schedule would be a good match for you? Do you want to work part-time or fulland practiced w, I will time? ring with me 3. Be Prepared. An interview is an opportunity to make a good impression. Pay attention to details such n, my as looking your best and arriving on time. Your personal appearance should be formal and neat (i.e., Request a certain time of day clothing style specific to match the job, clean, and ironed). When planning your arrival, leave extra ahead of time for potential travel and transportation problems. Also, arriving fifteen minutes early is a good idea to ensure that you will be on time. Bring a nice notebook and extra copies of your resume. Resources for writing your resume can be found by visiting your local library. Trial-based work Prepare answers for the following common questions: Why do you want to work here? 0 What interests you about the position? 0 What makes you a good candidate for this job? 0 Internship format What would you like to be doing in five years? 0 Practice your answers ahead of time with someone familiar with the interview process. You may find it helpful to have someone videotape your practice interview for your review.



## **Hiring & Training Process**

specific to employees with ASD

- Informative Orientation
- Clear Expectations
- Clear Performance Indicators
- Direct and Regular Feedback
- Mentoring and Support
- Team Building Opportunities
- Staff Training & Career Counseling
- Employee Resource Group
- Does your LWIA work?



#### **WORK Environment Assessment**

#### **Professional Development**

americanjobcenter TOUCH AND TEXTURE TEXTURE, OR HOW THINGS FEEL, CAN BE IRRITATING FOR SOME PEOPLE. THINGS THAT I DO NOT LIKE TO TOUCH INCLUDE: I can tolerate working in an environment where I have face to face interactions with customers, nearle I do not know. 1 2 3 4 I can tolerate working in an environment where I have phone interactionse with environment provide I do not know 1. In some workplaces, there may be a lot of dust or I am likely AUTISM TRAINING AND TECHNICAL to get dirty (nursery/greenhouse, landscaping crew, automobile ASSISTANCE PROJECT ctor: Complete this assessment as the student engages in the search for employment or volunteer experies garage, etc.). I can tolerate working in a place where I get dirty. JOB TASKS 2. In some workplaces, people deal with body fluids, germs, and medical waste (hospital, urgent care center, retirement home). I can tolerate working in a place with medical waste. 1. Some jobs require doing one task for long Parts of the day Some jobs require doing one task for long parts of the day (compiling data in retail sales, entering data on spreadsheets, (ouse painting, shelving books in a library). I can tolerate doing one task task for more of the day. IN SOME WORKPLACES, EMPLOYEES ARE REQUIRED TO WEAR & CERTAIN TYPE OF CLOTHING. 2. Tolerable on occasion A UNIFORM, PROTECTIVE GEAR, ETC. IDENTIFY HOW WELL YOU COULD TOLERATE CERTAIN ATTIRE 3. Would be ok 4. Doesn't bother me at all **SE LEVEL** K ENVIRONMENTS HAVE DIFFERENT NOISE LEVELS. PLEASE RATE THE FOLLOWING. 2 3 1 14 1 Some jobs require moving from task to task frequently. In some tasks 1 will be a straight and do g 10 will be a straight and do g 4 2 3 Casual attire (jeans, shorts, kakis, etc.) 3 Some jobs require moving from task to task frequently. In some jobs, I will have to change tasks and do 8-10 tasks in a day. I can tolerate doing lots of different jobs each day. 4 5 Business casual attire (kakis, polo, button-down shirt, Some workplaces are very loud (theater lobby, stadium casual dress, slacks) Some jobs only require doing a few tasks each day. Every day 1 might do the same 5 or 6 tasks. I can tolerate doing the same tasks restaurant, landscape crew with mowers, etc.). I would be Business attire (suit, blazer and tie, skirt suit) restaurant, fandscape crew with movers, etc. *t*-comfortable working in a noisy environment. Some workplaces are quiet (library, small office, small shop, etc.). Gloves Some workplaces are quiet quart your of strain on the annual and I would be comfortable working in a quiet environment. Mask Some workplaces have some noise most of the time (large retail business, large office with open spaces, large kitchen in restaurant, Hard Hat automobile garage, etc.). I would be comfortable working in a Protective Eyewear place that has some noise most of the time. I can tolerate working in an environment where there are lots Ear plugs PHYSICAL REQUIREMENTS of people and lots of talking (restaurant, theater lobby, stadium). Hairpet I can tolerate working in an environment where there is some Apron talking and people are around me most of the day. No Yes. Do loud noises bother me? Uniform 1. Some jobs require standing up and walking around all day long. Noises that irritate me or make me uncomfortable include: Some jobs require standing up and waiking around an day iong I can tolerate standing and walking most of the day in my job. Work boots LLS IE ARE DIFFERENT ODORS IN DIFFERENT WORK ENVIRONMENTS TIEY HOW WELL YOU COULD TOLERATE A WORK AREA THAT HAS DIFFERENT ODORS. 2. Some jobs require sitting down (at a desk) all day long. I can 3. Some jobs require moving between different rooms or spaces at a Some jobs require moving between anterent rooms or spaces work site. I can tolerate walking between rooms, offices, and LIGHTING asoline, transmission fluid, oil CERTAIN LIGHTING MIGHT CAUSE SENSITIVITIES. IDENTIFY WHAT LIGHTING YOU CAI Some jobs require moving heavy objects (boxes, furniture, racks or at a second s bemicals, cleaning supplies, paints Some jobs require moving heavy objects (boxes, humiture, racks of clothes, etc.). I can tolerate lifting and moving boxes and heavy objects as a part of my job responsibilities. nimal smells (kennel or veterinary clinic) Ť. 2 loist or musty smells (poor ventilation like in a basement) 1. I can tolerate working in a dark or poorly lit Environment. WORK HOURS nell of smoke or exhaust fumes (airport, garage, etc.) 2. I can tolerate working in an environment with florescent lights. mell of different foods (restaurant, kitchen, etc.) fic smells that irritate me or make me uncomfortable include: 3. 1 can tolerate working in an environment that is very bright 1. I could tolerate working in a job that starts very early in the morning. (sunny day, brightly lit retail store). 2. I could tolerate working in a job that ends late at night. SOCIAL NAVIGATION 3. I could tolerate a job that has regular daytime hours (9am-5pm). 1 **PERATURE** KING IN CERTAIN TEMPERATURES MIGHT BE UNCOMFORTABLE FOR SOME PEOPLE. FOR KING OUTSIDE MEANS YOU MAY NEED TO TOLERATE VERY WARM AND VERY COLD TES 2 4. I could tolerate a job that has evening hours (Sptn-12am). 3 1. I can tolerate working in an environment where I have no face 4 5 THE FOLLOWING STATEMENTS.



### **Work Environment Considerations**

for the employee



- Know yourself
  - Challenges and strengths
- Clearly state your personal needs
  - Communication style
  - Social skills
  - Sensory needs regulation
- Environmental needs
  - Structure
  - Organization
  - Time management

#### **Poll Question:**

#### Do you use accommodations?





#### Workplace Accommodations Improvement for ALL Employees

- Visual reminders
- Simplifying job descriptions
- Establishing short-term and long-term goals for employees
- Engaging in more precise communication
- Setting clear expectations
- Reducing ambiguity
- Providing consistent feedback
- Checking in frequently

Accommodations Resources: U.S. Department of Labor Job Accommodations (dol.gov), Disability Works Home (illinoisworknet.com), JAN – Job Accommodation Network (askjan.org)



## **On the Job Supports**

- Reasonable Accommodation
- Equal Employment Opportunity
- Company Wide Culture Shift



y Schedule	0.00	
-		JULY 8, 2019
	6:00 AM	Wake up
	6:15 AM	
	6:30 AM	Shower
	6:45 AM	
and an and a second	7:00 AM	
Monday	7:15 AM	
violiday	7:30 AM	Leave for work
	7:45 AM	
VIEW SCHEDULE	8:00 AM	Start shift
	8:15 AM	
ear	- 8:30 AM	
	8:45 AM	
onth	9:00 AM	
	9:15 AM	
ay	9:30 AM	
	9:45 AM	
EDIT SCHEDULE	10:00 AM	Break
	10:15 AM	
EDIT TIMES	10:30 AM	
	10:45 AM	
ADD EVENT	11:00 AM	
	11:15 AM	
LIGHT IN SCHEDULE:	11:30 AM	
ak	11:45 AM	
	12:00 PM	Lunch
	12:15 PM	
	12:30 PM	
	12:45 PM	1 -

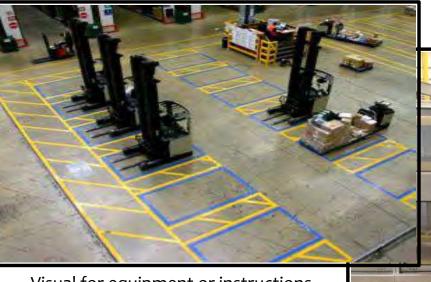




Ramps for all – wheelchair, stroller, briefcase, cart



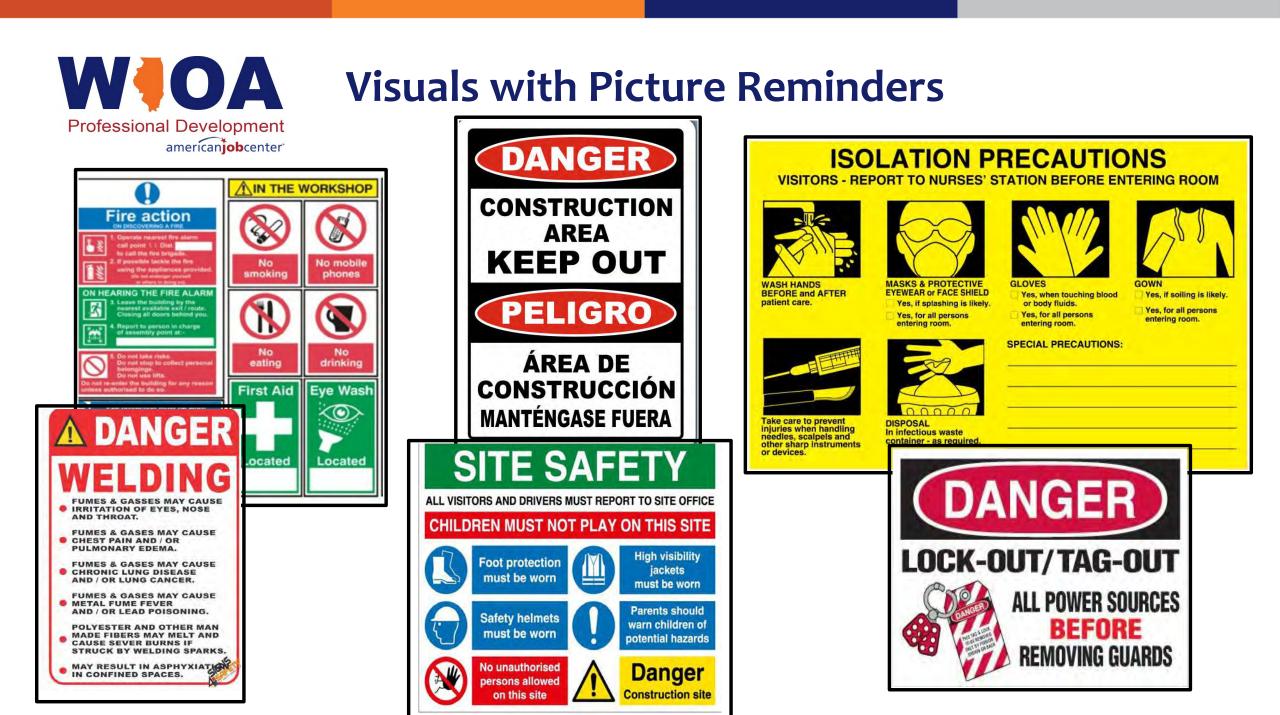
cc for all – hearing impaired, loud kids, dog, learn English, Spanish, etc.

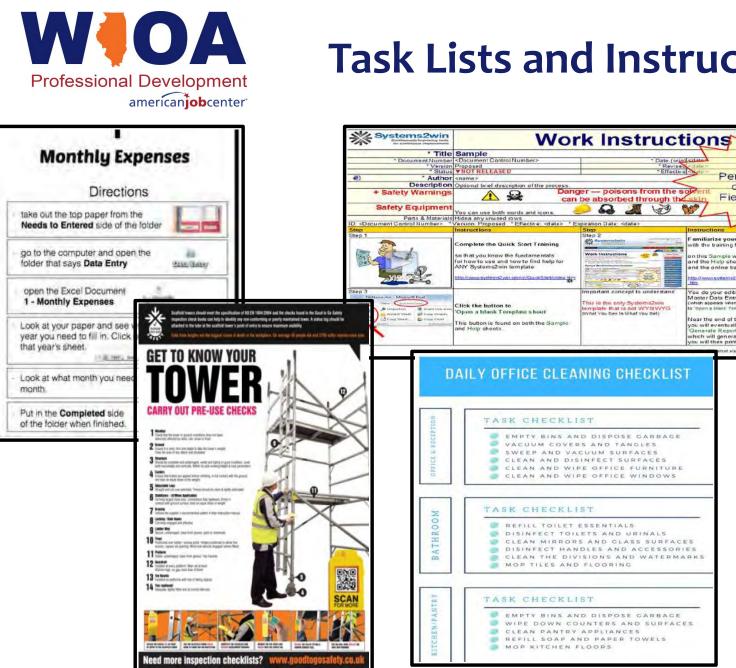


Visual for equipment or instructions









#### **Task Lists and Instructions**

\*Reviseo

-

amiliarize yours elf

You do your editing or Master Data Entry Sh

(which appears when you

lear the end of the

you will eventually dis

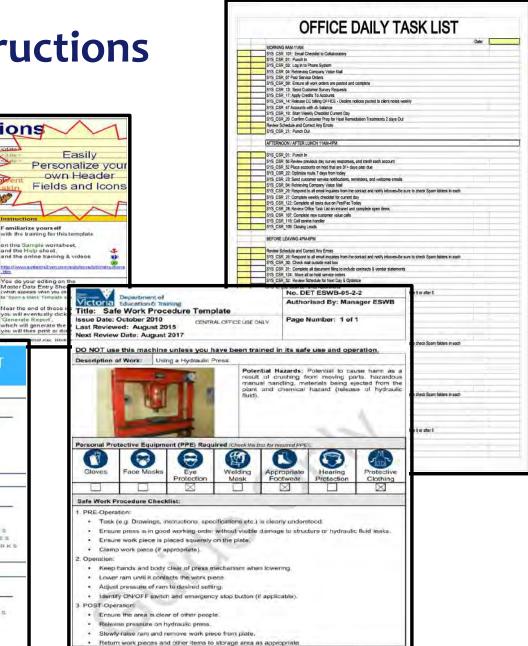
which will generate th

you will then print or a

Generate Report

Open a Blank Temple

n this Sample worksheet



Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).



#### **Best Company Practices**

- Universally Designed Workplace
- Commit to inclusion highlight it
- Rewrite job descriptions
- Rethink interview process
- Flexible work environment
- Neurodiversity work support groups
- Partner with neurodiverse organizations

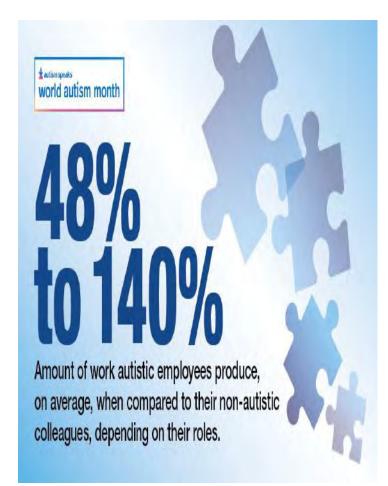




### **Autism Inclusion**

- SAP 40 million dollar fix
- Accenture 28% higher revenues
- Ernst & Young
- Favorable public opinion
- Feel good work environment
- Temple Grandin –

different kinds of minds



#### Autism Inclusion Should...

- Be for business reasons, not the "social cause"
- Source the BEST candidates based on job skills
- Be a partnership
- Increase productivity
- Increase employee retention
- Better company culture & brand



- Is there a place for diversity in all kinds of jobs skills based?
- Is inclusion modeled top down?
- Does the company break autism stereotypes?
- Is there room for advancement?
- Do we have inclusion outside of sheltered workshops?
- Are people being paid fairly?

Fair Labor Standards Act (Phase out H.R. 2373)

- 14<sup>©</sup> provisions are still included from the great depression
- Allows authorized employers to pay below federal minimum wage



## The Future of Employment

- Neurodiverse Leaders
  - Workplace success is a "norm" not an exception
- Inclusion language in all forms
- Inclusion hiring and recruitment programs
  - Evolve past "Autism at Work"
- Align people with their strengths regardless of label
- Break stereotypes about autism and other disabilities
  - All personality and skills within the broad spectrum of autism
- Inclusion in committees who make policies
- Employee resource or interest groups
  - Open communication
  - Conversations about autism led by those with autism



#### **ATTA Resources**



- Why Should I Hire Someone with ASD
  - 10 Characteristics of a Successful Employee
- When Should I Disclose my Autism?
- Interviewing Tips
- Interviewing Tips Assessment
- Working Environment Assessment
- Getting the Best from an Employee with ASD
  10 Tips for Job Success
- Social Communication in the Workplace Assessment
- Looking for a Job Checklist (NEW)
- Job Description Template



### **Inclusive Workplace Examples**

- Autonomy Works
  - https://www.autonomy.works
- Illinois workNet: Creating an Inclusive Workforce
  - <u>Illinois workNet Home</u>
- Next for Autism: Employment Consulting Resources
  - <u>Employment Consulting Resources NEXT for AUTISM</u>
- Autism Workforce Strategies
  - <u>Autism Workforce</u>
- Freddie Mac Neurodiversity Hiring Commitment
  - Freddie Mac's Neurodiversity Hiring Commitment NEXT for AUTISM



#### **Other Resources**

- U.S. Department of Labor Job Accommodations (dol.gov)
- Disability Works Home (illinoisworknet.com)
- JAN Job Accommodation Network (askjan.org)
- EARN Employer Assistance and Resource Network on Disability Inclusion (askearn.org)
- Vocational Rehabilitation Services (dhs.state.il.us)



#### Wrap Up and Questions

What is ASD and Characteristics Address the Employment Disparity Best Practices for Job Seekers Best Practices for Employers Valuable Resources



## Thank you!

For more information visit <u>https://autismcollegeandcareer.com/</u> Carissa Melody: clmelod@ilstu.edu



