

Handout 3—Workplace tips

Many adults with autism spectrum disorders (ASD) enjoy rewarding jobs in various types of employment. The following tips can help to create an accommodating environment that promotes success in the workplace.

- Provide a regular work area with designated work supplies.
- Give a clear description of each task to be completed. This might include pictures, a flow chart, a checklist, or other visual device that the individual finds useful.
- Offer a regular schedule for each day so the individual becomes familiar with the daily routine.
- Create a quiet workspace with optimal lighting and noise levels for the individual.
- Help the individual transition from one task to another.
- Assign jobs or projects that can be completed once started.
- Make it clear what the individual should do once a task is finished.
- Provide awareness training about ASD to other employees.
- Role-play social situations with the individual with ASD that are common in the workplace.
- Provide consistent supervision
- Communicate directly and clearly. Avoid using slang words, acronyms, or metaphors. Give concrete instructions that are easy to follow.
- Offer positive feedback routinely.
- Explain any changes in protocol or schedule to the individual directly. Provide a written or visual explanation of the new schedule.