

What are workplace adjustments?

- Workplace adjustments are changes to the work environment, work processes, work resources and so on that allow you to thrive in your role.

Do I have to tell my employer I'm autistic?

- No. You don't have to tell your employer you're autistic to ask for or receive workplace adjustments. Sharing this information is a personal choice, and you're not legally obligated to tell your employer.

How do I ask for adjustments?

- Asking for workplace adjustments is usually best done via a private conversation with your employer – see the infographic below for a step-by-step process to follow.
- Also, you can ask for workplace adjustments at any time, no matter how long you've been working in a role.



Key Takeaway

You can ask for workplace adjustments at any time, and you don't need to disclose to ask for them.



Interviews are a traditional tool that employers use to narrow down applicants, and they allow employers to ask about your experiences and skills, as well as your motivations for applying to the role. One goal of an interview is for the employer to gain as much information about you as possible.

Receiving an Interview Invitation

Generally, an interview invitation will include the information listed below – some invitations might contain more or less information than this. You can ask for more information about the interview process before you accept or reject an interview invitation.

Interview invitations will usually contain the following information.

Location

- where the interview will be / what format the interview will be in, or
- a selection of formats for you to choose from, or
- a request for you to suggest the format most comfortable for you

Time

- when the interview will be, or
- a selection of times for you to choose from, or
- a request for you to supply a few times when you are available

Interviewers

- who will be present during the interview

Questions

who to contact if you have any questions



Key Takeaway

Asking for details and adjustments before the interview can help **reduce your anxiety** and allow you to feel more prepared.



Being aware of language and clarifying unknown words promotes openness and learning. This glossary contains autism-specific terms, which have been sourced from the autistic community. It's important to acknowledge that language is dynamic, and the language used and preferred by the autistic community might be different in the future.

Think about what language you are most comfortable with using in relation to yourself. For example, you might prefer to say, "I'm autistic" instead of "I have autism". Or you might prefer something else entirely, such as choosing to talk about your "diagnosis" or your "neurodivergence".

Language is a very personal choice, and you get to decide what language to use and what language you want others to use when they talk about you.

Term	Definition
Autism	A neurodevelopmental difference, with presentations of a range of unique characteristics in communication, interests and routines, sensory processing, and executive functioning.
Autism-adjacent	A term used to describe individuals who are not autistic but share common experiences with autistic individuals.
Co-occurring	Refers to the presence of two or more conditions or disabilities in an individual. For example, an autistic person may also have ADHD or anxiety.
Executive functioning	A set of thinking processes that are involved in planning, organising, completing tasks. These processes help with organising our environments, thought and actions.
Identity-first vs Person-first language	Refers to the way in which a person's condition or disability is referred to in language. Identity-first language prioritises the person's identity as an autistic (i.e., autistic person) while person-first language prioritises the person over their condition (i.e., person with autism).
Masking	The act of hiding or suppressing one's autistic traits to fit in with neurotypical social norms. Masking can be mentally and emotionally exhausting for autistic individuals.
Neurodevelopmental condition	A condition that affects the development of the nervous system and brain, such as autism, ADHD or dyslexia.
Neurodivergent	Refers to individuals who have neurological differences, including autism, dyslexia and other conditions.

Key Takeaway

You get to decide what language you and other people use when they talk about you.