

BACK TO BASICS TEMPLATE

B	Behavior 1 2 3	Comments
A	Academics 1 2 3	Comments
S	Self-care 1 2 3	Comments
I	Interaction 1 2 3	Comments
C	Community 1 2 3	Comments
S	Self-monitoring 1 2 3	Comments

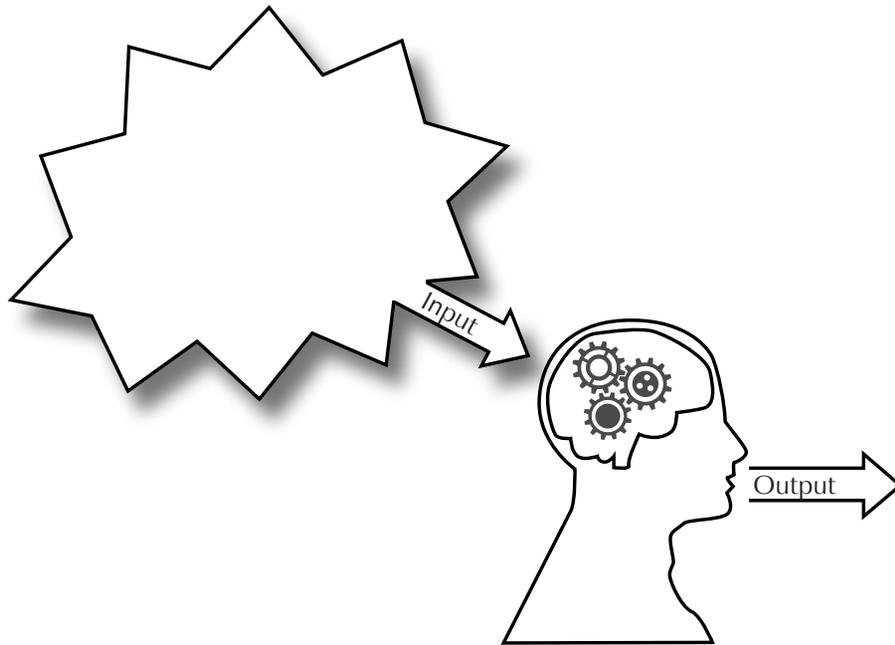
GOALS

Personal:

Aptitude:

Social:

INFORMATION PROCESSING



PROFESSIONAL COMPATIBILITY CHECKLIST

Company name:

0 Not compatible, 1 Partially compatible, 2 Most compatible

Compatible	Need	Description
	Is there a commitment to neurodiversity/diversity?	
	What are the expected work hours?	
	What will your workspace look like?	
	How much independent work will you do?	
	How much collaborative work will you do?	
	What will the communication/feedback be like with your supervisor?	
	What support is available to workers?	
	What environmental factors will you need to control?	
	What is the commute time to this company?	
	Other information/questions:	

INTERVIEW INFORMATION CARD

Job applied for:

Company name:

What is the benefit of partnering with this person on a team?

Date of interview:

Time:

Interviewer name(s):

Location:

Directions:

Contact number or email:

Special instructions:

JOB INTERVIEW EVALUATION FORM

Interviewee name: _____

Date: _____ Position: _____

First impression Comments:	Poor	Fair	Average	Good	Excellent
APPEARANCE	Poor	Fair	Average	Good	Excellent
Dress Comments:	Poor	Fair	Average	Good	Excellent
Grooming Comments:	Poor	Fair	Average	Good	Excellent
Body language Comments:	Poor	Fair	Average	Good	Excellent
Eye contact Comments:	Poor	Fair	Average	Good	Excellent
COMMUNICATION	Poor	Fair	Average	Good	Excellent
Voice tone Comments:	Poor	Fair	Average	Good	Excellent
Concise verbal communication Comments:	Poor	Fair	Average	Good	Excellent
Non-verbal communication Comments:	Poor	Fair	Average	Good	Excellent
LISTENING	Poor	Fair	Average	Good	Excellent
Answers questions appropriately Comments:	Poor	Fair	Average	Good	Excellent
QUALIFICATIONS	Poor	Fair	Average	Good	Excellent
Discuss education Comments:	Poor	Fair	Average	Good	Excellent
Discuss experience Comments:	Poor	Fair	Average	Good	Excellent
Discuss added skills Comments:	Poor	Fair	Average	Good	Excellent
Overall Concluding comments/feedback:	Poor	Fair	Average	Good	Excellent

COMPANY MISSION/VISION CONNECTION CARD

Company mission/vision connection card

Company name:

Mission statement:

Key words:

Personal strengths:

INTERVIEW QUESTION SCRIPTS

Q1: Tell us a little about yourself

Purpose

The reason this question is used as an introduction to the interview process is for potential employers to get a glimpse into how candidates view themselves professionally. This is also a time for the interviewers to discover something interesting about the candidate that can help them remember the candidate. The response should be about one minute long with a little personal information and a little professional information, but not too much of either.

Response 1

"I was born in a small town in Oklahoma in 1963 and have three brothers and a sister. My father was a doctor and my mother was a stay-at-home mom. We moved quite often when I was growing up, so I didn't have a lot of close friends. My parents divorced when I was 15 years old so I had to quickly become responsible and help around the house. After I graduated from high school I went on to college and graduate school where I got my Computer Science degree. I have worked on a lot of projects at home, but I haven't had any professional jobs yet. I also have a deep obsession for Star Wars."

Analysis of response 1

Response 2

"I am a Computer Science major from the University of Tennessee, Chattanooga, and I have worked with a couple of my peers to cultivate a website development firm. I really enjoy the process of developing websites that display the strengths and differences of each of the client companies, so they can best highlight and market their work. We have only been paid to develop two websites so far, but we have seven fully developed websites in our portfolio, if you would like to see any of them. I also like older style video games, so I have recently started using my technical skills to develop variations of old style video games. I can also identify bugs in software and create solutions rather easily. I don't really love doing that, but I can do it effectively."

Analysis of response 2

Your response

Q2: What interests you about this job?

Purpose

This question allows the interviewer to understand how much homework about the company and the job the candidate has done, as well as understand what is important to the candidate as a jobseeker. It is very important not to focus on salary, benefits, transportation, or time off during this phase of the interview. This question helps an interviewer understand if the candidate is someone who would be driven and motivated to do the job well rather than just coming to work to earn a paycheck.

Response 1

“I live very close to this office and because I don’t drive, it would make the commute to work easy for me. I have also worked for a subsection of this company because my neighbor owns a company that is a subcontractor for you, and he let me work for him over the summer, so I think I know a bit about your company. I also have checked into the salary of this position and it would be just enough.”

Analysis of response 1

Response 2

“In preparation for my graduation I have been researching many openings around the state, and this one seems to be the most interesting to me. I am very passionate about the environment, and I would like the opportunity to develop ways to use the river for energy while also protecting the environment. This job seems like a great way to blend the things that interest me the most.”

Analysis of response 2

Your response

Q3: What would you do in your first 90 days on the job?

Purpose

This question is meant to analyze the candidate's ability to observe a work culture, create solutions, and to set goals. While interviewers want candidates to suggest potential changes, they do not want them to set unrealistic expectations or to create chaos in the workplace for the sake of change. It is a good idea to discuss getting to know the team and the workplace culture, analyzing where the needs are, and developing a timeline for changes, as they are needed. It is also a good idea to recommend some specific ideas, but nothing too drastic.

Response 1

"The first thing I would do is talk with as many people as I can to get a true picture of what is happening in the company. Then I would think about what could be made more efficient, and develop a timeline for making a change. I would start making those changes as soon as possible, without making anyone uncomfortable. For instance, I would probably begin with a redesign of your company's website. Not that it is bad necessarily, but it looks generic."

Analysis of response 1

Response 2

“I would just go in and get to work on whatever needs to be done. I take direction very well, so I would meet with my supervisor and ask where I can begin my work. I would make it a point to check in with my supervisor as often as possible until I get a strong understanding of my job. I would try to not make any changes initially until my supervisor tells me it is okay to do so.”

Analysis of response 2

Your response

Q4: What are some of your weaknesses?

Purpose

This question allows an interviewer to have insight into a candidate’s humility. Many candidates try to answer this question by using a cliché response that doesn’t give any insight into how they have grown professionally. Candidates with ASD have the opportunity to present their recognized struggles, but also to offer how they have overcome those difficulties in a solution-focused way. Candidates should be honest and humble in their answers to this question, but only focus on their qualities, and not on the impact that others may have on them within the workplace.

Response 1

“I tend to have some difficulties in the workplace when it comes to distractions. I am easily distracted by sounds around me, and these distractions could get me off task very easily, which could be frustrating for my co-workers and supervisors. In the past, I have solved this by using small earplugs that help me shield the sounds I can hear at work. This allows everyone else to do the work the way they need to, and allows me to have the quiet workspace I need to get work done to the best of my ability.”

Analysis of response 1

Response 2

"I have had a difficult time in the past when my colleagues don't work as hard as I do. I tend to put in 110 percent effort in my work, and expect everyone else around me to do the same. I like to think of myself as a perfectionist, but when others don't work as hard as I do, I tend to get upset, and that could cause some difficulty in work relationships. I have found that if I just help my colleagues work as hard as I do, it is a better environment."

Analysis of response 2

Your response

Q5: Why should we hire you over the other candidates?

Purpose

The intention of this question is to allow the candidate one last effort to sell themselves to the interviewer. It is not meant to discount any other individual or potential candidate. Candidates should recognize that they do not know anything about the other candidates, so their answer should focus on their own strengths. Candidates with ASD tend to have very specific skills sets, so should identify how these can help the company above and beyond meeting the expected qualifications for the job.

Response 1

“In the job description, you identified that you are seeking someone who can creatively solve problems within the technical side of the company. I am particularly analytical, and can often recognize the details that others may not intuitively recognize. Because I can recognize those details, I can also identify patterns that can allow for the most efficient pathway to problem solving. Many people can solve problems, but a truly analytical and detail-focused person can be an efficient creative problem solver.”

Analysis of response 1

Response 2

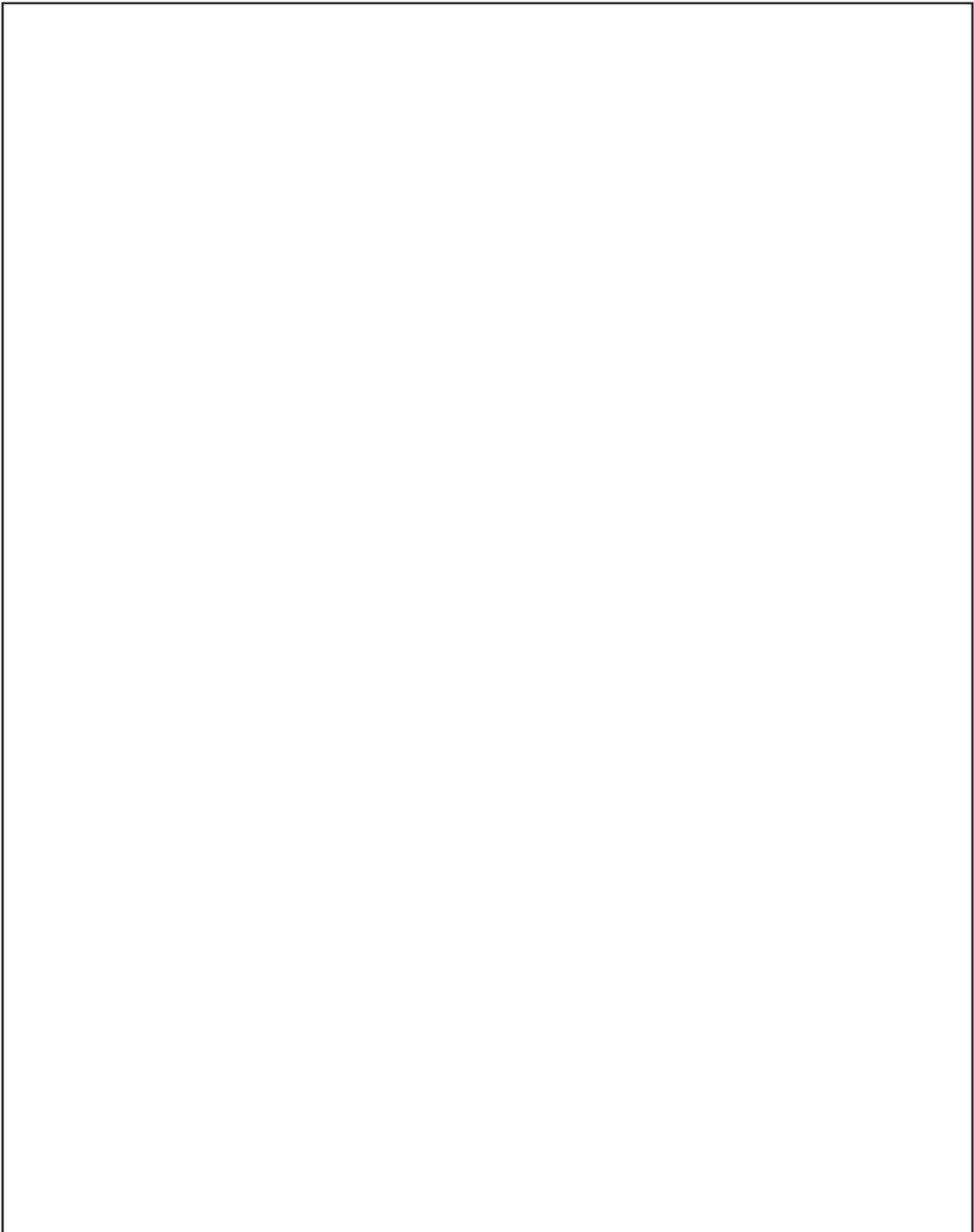
"I think I would be the most dedicated person to this company because I am truly a committed person. While relationships and social things may distract other people, I tend to focus solely on my job. This means that I would be the most motivated and effective candidate for the job."

Analysis of response 2

Your response

ORGANIZATIONAL CHART

In the space below, draw the organizational chart related to your position, if you are employed. If you are not yet in the workplace, think about the organizational chart in relation to any campus organization or club of which you have been a member. You could also do some research about the ideal company that interests you, and outline how you suspect the organization chart of the company is structured, paying attention to staff titles and information about the team from the company website.



SITUATIONAL STRESS TEST

Rate each of these situations according to how stressful they would be for you personally. Rate each with either "1" for very little stress, "2" for moderate stress, or "3" for very stressful. The items rated as "3" can be seen as your potential stressful triggers.

Situation	Rating	Comment
Your alarm didn't go off, and now you're running late for work		
Your co-workers leave the coffee station in a mess		
You get called to an impromptu meeting		
The seat you usually sit in during staff meetings is taken by someone else		
Your co-workers have a disagreement about a task outside your office		
In the middle of a meeting your pen runs out of ink		
You have to walk through a crowd of people to get to your desk every morning		
You were asked to collaborate with a different department on a project		
A meeting time is changed to a later date		
Your co-worker likes to play music loud enough for you to hear while they work		
You worked really hard on a presentation and now the USB stick is missing from your desk		
Your boss announces a change in the deadline for an upcoming project		
Your friend cancelled plans to go to a movie after work		
Your boss asked you to stay late to finish the project you have been working on		
Two co-workers are conferring outside of your cubicle, and it is distracting you		
Other:		

STRESS MANAGEMENT PLAN

Professional stressor	How it feels	How others see it	Coping strategy
<p>Your team gets a bad report back on a project you worked so hard on. You don't understand what went wrong or why others did not pull their weight</p>	<p>Your chest feels tight and your breathing pattern is irregular. You feel like you want to cry and shout at your co-workers</p>	<p>If you cry or shout at your co-workers they may see you as disrespectful and threatening. They may ask you to leave and treat you differently in the future</p>	<p>Leave the situation and go for a walk for some fresh air. When you have had time to think, write down some questions or concerns you have about the project. Have someone you trust review your comments before you share them at the next staff meeting</p>

SITUATIONAL RESPONSES

Situation	Response	Comment
Your alarm didn't go off and now you're running late for work		
Your co-workers leave the coffee station in a mess		
You get called to an impromptu meeting		
The seat you usually sit in during staff meetings is taken by someone else		
Your co-workers have a disagreement about a task outside your office		
In the middle of a meeting your pen runs out of ink		
You have to walk through a crowd of people to get to your desk every morning		
You were asked to collaborate with a different department on a project		
A meeting time is changed to a later date		
Your co-worker likes to play music loudly while they work		
Two co-workers are conferring outside your office or cubical		
You worked really hard on a presentation and now the USB stick is missing from your desk		
Your boss announces a change in the deadline for an upcoming project		
Your friend cancelled plans to go to a movie after work		
Your boss asks you to stay late to finish the project you have been working on		

WELLNESS PLAN

Major objective	Personal goals
Physical and nutritional health	1. 2. 3.
Leisure time	1. 2. 3.
Relationships	1. 2. 3.
Workplace boundaries	1. 2. 3.
Other	1. 2. 3.

TOP TEN STRENGTHS CHART

	0	1	2	3	4	5	6	7	8	9	10
Attention to detail											
Creative problem solving											
High levels of concentration											
Reliability											
Technical ability											
Specialized interest											
Memory											
Rule-following capabilities											
Retention											
Resourcefulness											

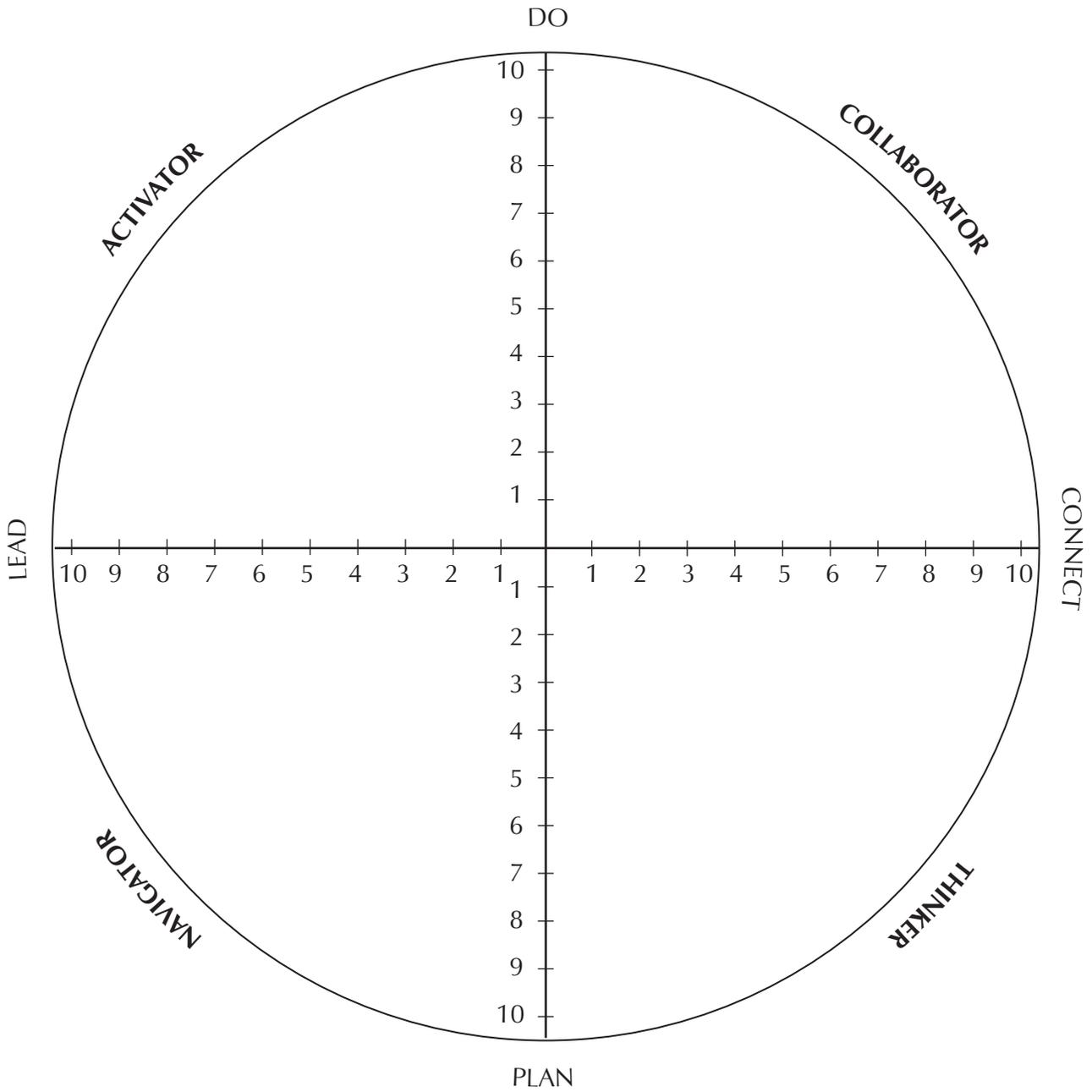
PLAN VS. DO PREFERENCE STATEMENTS

Plan	Do
<input type="checkbox"/> I like to set timelines	<input type="checkbox"/> I work best under pressure
<input type="checkbox"/> I work best with a plan in place	<input type="checkbox"/> I like to just start the project
<input type="checkbox"/> I like to set goals	<input type="checkbox"/> The goal is to get the project finished
<input type="checkbox"/> I'm good at developing a vision	<input type="checkbox"/> I can follow a plan well
<input type="checkbox"/> I like to organize projects	<input type="checkbox"/> It is better for people to assign me tasks
<input type="checkbox"/> It is best to assign roles to team members	<input type="checkbox"/> Everyone contributes in their own way
<input type="checkbox"/> I use a good planning system	<input type="checkbox"/> I have a good memory
<input type="checkbox"/> I need to set guidelines for projects	<input type="checkbox"/> I like to be creative
<input type="checkbox"/> Measurable outcomes are important	<input type="checkbox"/> Task completion is what is important
<input type="checkbox"/> I like to clarify expectations in the beginning	<input type="checkbox"/> I like to just get to work
Total:	Total:

LEAD VS. CONNECT PREFERENCE STATEMENTS

Lead	Connect
<input type="checkbox"/> I like to look for people's strengths	<input type="checkbox"/> I can identify commonalities
<input type="checkbox"/> I like to direct the process	<input type="checkbox"/> I like to partner throughout the process
<input type="checkbox"/> It is very important to monitor progress	<input type="checkbox"/> It is important to monitor communication
<input type="checkbox"/> I like to assign tasks to different members	<input type="checkbox"/> I like to watch roles evolve
<input type="checkbox"/> I feel better when I define the goals	<input type="checkbox"/> I enjoy developing the goals as a team
<input type="checkbox"/> I enjoy taking risks to be innovative	<input type="checkbox"/> Innovation occurs through partnerships
<input type="checkbox"/> I can communicate the objectives clearly	<input type="checkbox"/> I can identify progress from each member
<input type="checkbox"/> I am confident in my ability	<input type="checkbox"/> I am confident in the ability of my team
<input type="checkbox"/> I value the perspective of each member	<input type="checkbox"/> I value the linkages between each member
<input type="checkbox"/> I can keep the team motivated to the end	<input type="checkbox"/> I can help build lasting partnerships
Total:	Total:

ROLE PREFERENCE GRAPH



RULE CARD TEMPLATE

Details of the interaction:
Rule:
Purpose of the rule:
Consequence of breaking the rule:
Variations on the rule:
Professional partner:

STARTING OVER REFLECTION

Reflect	Signs	Notes
Do you have difficulty maintaining similar positions?	You have been fired more than once from similar positions for similar reasons; you are changing jobs very frequently for similar reasons	
Are you consistently failing at work tasks because you are disorganized?	You have missed deadlines; your work is rushed and subpar; you lose track of task instructions	
Is your personal wellness taking a toll as a result of work?	You work more hours than co-workers just to keep up; you are constantly exhausted after work; you have little time for engaging with personal interests to relieve stress	
Have you found a social fit in the workplace?	You are engaged in serious interpersonal conflict with co-workers or supervisors; you are isolated and disconnected; you are experiencing harassment or bullying at work	

In the space below, note down individual and specific aspects of your professional development and the process of improving yourself as an employee that you need to regularly evaluate (e.g. communication, resume maintenance, networking, etc.). Create and write or draw your own workplace cue for addressing it.

BACK TO BASICS CHART PROFESSIONAL EXAMPLE

B	Behavior 1 2 3	Comments I have been very engaged in looking for new opportunities at work. I have been receptive to feedback and actively practicing new skills.
A	Academics 1 2 3	Comments I feel competent in my work, but I have a hard time adjusting to new methods and procedures.
S	Self-care 1 2 3	Comments I am getting enough sleep and taking 5 to 10 minute breaks when needed. I should work harder on making sure I am keeping my workspace uncluttered. I need to stick to my wellness plan.
I	Interaction 1 2 3	Comments I spent a lot of time engaging in small talk with co-workers but sometimes I get distracted. I could do better about collaborating with others when I do not fully understand a task.
C	Community 1 2 3	Comments I have a regular group that I eat lunch with but I have not accepted an invitation to go out with them after work.
S	Self-monitoring 1 2 3	Comments I am doing a good job at keeping a balance between my personal and professional roles. I could do better about fostering relationships outside of work. I need to do a better job managing my frustrations.

RESUME TEMPLATE

Name: _____

Address: _____

Number: _____

Email: _____

EDUCATION

University: _____

Degree: _____

Expected graduation date: _____

University GPA: _____

WORK EXPERIENCE

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

SKILLS AND CERTIFICATIONS

ACTIVITIES AND HONORS

REFERENCES

Name: _____ **Contact Number:** _____

Position: _____

Name: _____ **Contact Number:** _____

Position: _____