

NEURODIVERSITY ACCOMMODATIONS GUIDE

Included within your new hire paperwork is a form called “voluntary self-identification of disability” – this is where individuals can choose to or not to disclose a neurodiversity. Such information will remain entirely confidential except on a need to know basis – depending on the individuals that will be involved in implementing the selected accommodations. Please review the following checklist around common accommodation options, please select as many as you feel are necessary to complete your work successfully. We will then work with you to ensure these or any other reasonable accommodations are met. Note that there is an “other” option.

COMMON SUPPORTS BY CATEGORY

VISUAL SUPPORT

- Provide templates of forms or documents.
- Develop written or pictorial reminders, checklists, written schedules on post its, paper or electronic devices.
- Use a flowchart to describe the steps involved in a complicated task.
- Provide email, memos, evaluation and instructions in writing.
- Other:

STRUCTURE/ORGANIZATION

- Provide clear, specific job tasks.
- Provide a structured work pattern.
- Create a flowchart of tasks that must be performed at the same time.
- Create a checklist for completing a larger task.
- Assign a new project only when a previous project is complete.
- Allow supervisor to prioritize tasks.
- Provide a "cheat sheet" of high-priority activities, projects, people etc.
- Divide large assignments into several small tasks.
- Assign one task at a time.
- Provide step-by-step written instructions around how to accomplish a given task.
- Routinize work activities from the first day.
- Provide immediate & clear feedback.
- Assist employee in assigning priority to assignments
- Provide timelines for completion of task.
- Provide project deadlines on a calendar.
- Other:

COMMON SUPPORTS BY CATEGORY

SENSORY

- Provide a noise cancelling headset/headphones.
- Provide sound absorption panels.
- Provide a white noise machine.
- Allow employee to work from home.
- Other:
- Minimize noise in the work environment.
- Install space enclosures (cubicle walls).
- Reduce harsh/fluorescent lighting.
- Provide private workspace.

PREPARATION

- Provide notice before changes.
- Provide advance notice of topics to be discussed in meetings.
- Other:

WORK STYLE

- Preference for meetings/1:1's to occur within a certain time frame
- Preference for long periods of work vs. several interruptions.
- Preference to work alternative hours (ex. , be available within a given time frame but work later at night vs. early in the morning.) "modified work schedule"
- Other:

COMMUNICATIVE

- Allow alternative forms of communication (i.e., email, IM, text).
- Allow for written vs. verbal response.
- Allow for increased processing time.
- Other:

ANY ADDITIONAL ACCOMODATIONS