



THE SPECTRUM WORKS

Advancing Neurodiversity in the Workplace

February 2021





Introductions



THE SPECTRUM WORKS
Their gifts, your talent

Transitioning gifted individuals on the autism spectrum
into meaningful talent for corporations



Jessica Lee

Executive Director, Co-Founder
(She/Her)



Danielle Hunt

Talent Readiness Program Associate
(She/Her)

Agenda

- I. Introduction to what we do
- II. Getting to know you
- III. Employment tips
- IV. Connect with us
- V. Questions & Answers



Thank you for being here today!

Our Programs: What We Do

Corporate Readiness *Prepare the workplace*



Promote Neurodiversity

- Business Development
- Business Consulting
- Corporate Education



Identify Jobs

- Job and Team Identification

Job Matching *Match talent to jobs*

Match talent to jobs



Match Talent to Jobs

- Job Matching
- Job Development
- Hiring Process Review
- Talent Acquisition



Grow Careers

- Onboarding Support
- Job Sustainment and Growth
- Corporate Program Sustainment



Talent Readiness *Empower job candidates*



Prepare Job Candidates

- Strategic Sourcing
- Talent Intake & Assessments
- Corporate Employment Readiness Training & Coaching



Empower Self-Advocacy

- Workplace Readiness and Self-Advocacy Training

Our Talent Intake Process

How to connect with us



Complete our online intake form



Attend our training and build your business professional skills

Coming soon!



Match to a job with one of our corporate partners



Access additional resources to help you find a job and grow your career

Visit our website: www.TheSpectrumWorks.org/For-Autism-Community

Getting to know you

The Career Journey



1 Career Discovery

- What job is the right fit for me?
- What jobs should I apply to?



2 Job Search

- Where do I find a job?
- How do I find a job?
- How do I narrow my job search?



3 Job Applications

- Why am I not getting a response to my applications?
- How do I make myself more marketable?



4 Job Interviews

- Why am I not getting any jobs that I interview for?
- How do I prepare for an interview?
- How can I improve my interview and networking skills?



5 Hiring and Onboarding

- Should I disclose about my disability? If so, how do I do so?
- How do I ask for accommodations?
- What do I need to do to do well in my job?



6 Career Growth

- How do I advance my career?
- What skills do I need to build to advance in my job?

Getting to know you

Virtual Poll:

- Go to: [Sift.ly](https://sift.ly) in a web browser
- Enter code: AASCEND





THE SPECTRUM WORKS

Employment Tips

What we observe and hear from HR Recruiters & Hiring Managers



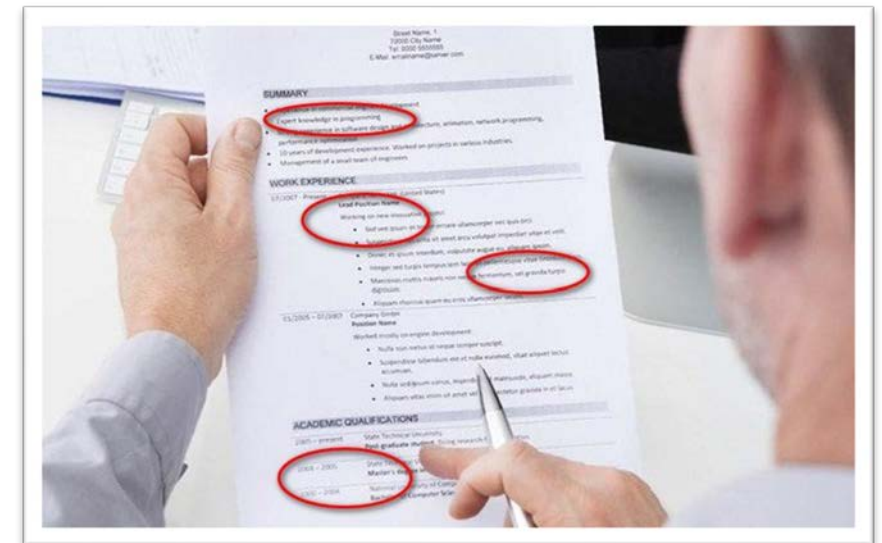
General Tips

- **Business Professional Emails and Interactions**

- When you are emailing with HR recruiters or hiring teams like ours, we notice and gauge your business professional demeanor and writing skills— especially because email is a standard communication tool in the workplace
- Phone calls: Proper etiquette answering the phone
 - If you're anxious, pause and take a breath
 - Be dressed professionally – it changes how you speak over the phone
- Virtual calls: Be prepared for a video call
 - Test the technology in advance of the call
 - Sit at a table or desk with a clean background



- **Your resume objective statement matters:** make it specific to the job and company you are applying for
 - Be mindful of context. Example: Your resume says you want a managerial role but you are applying to an entry-level position
- **Impact-driven writing**
 - Use power verbs
 - Share what impact you made. Example:
 - “Generated weekly reports for the project manager”
 - Better: “Generated weekly cost forecasting reports to ensure the project was completed within the set budget”
 - Highlight your strengths and the skills you demonstrated
- **Create and strategically utilize your LinkedIn profile**
 - Use key words
 - Upload a profile photo and a banner photo
 - Seek endorsements of your skills
 - Create a powerful “About” section
 - Look at other professionals’ profiles as examples



Resume: Look and Feel

Sample Student Resume
For College Applications and Teacher Recommendations

Jane Smith
12 Hutton Avenue
Fairhaven, MA 02719
(508) 979-4120
123-45-6789
jsmith@hotmail.com

Academic Record:

- Fairhaven High School
Fairhaven, MA 02719
- Ranked 22 out of 166
- GPA: 3.03 on a 4.0 Scale

Honors and Distinctions:

- National Honor Society 11, 12
- John and Abigail Adams MCAS Scholarship
- Wellesley Book Award
- Perfect Attendance 9, 11

School Activities and Leadership:

- Umass Dartmouth Leadership Conference 11
- Girl's Tennis Team 9, 10, 11, 12
- Co-Captain 12
- Cross Country Team 11, 12
- Class Treasurer 10, 11, 12
- FHS Drama Club 9, 10, 11, 12
- Yearbook 12

Community Service:

- Interact Club 10, 11, 12
- Peer Pal 10
- CCD teacher for the last 4 years
- Good Shepherd's Food Pantry for the past 2 years
- American Cancer Society Relay for Life for the past 5 years. Team Co-Captain last 2 years.

Employment:

- Baby sitter 2002-present
- Cashier Wal-Greens Pharmacy 2004-present.

Other Interests/Activities:

- Travel Mexico and Canada
- Guitar lessons since 1999
- Swimming, playing music, writing, reading, running, vacationing with my family

Lacks enough details

Tools to use:

- Canva
- Enhancv
- Microsoft Word Templates

JOHN C. SMITH
419 S. Main St., Columbus, Ohio 43201 Tel: 614-875-2131
E-mail: jsmith@gmail.com

EDUCATION

- Bachelor of Accounting, XYZ University
- Master of Accountancy, University of XYZ, (in progress)
- CPCU Designation

QUALIFICATIONS

- Proficient in applying GAAP and SAP accounting principles to financial statements.
- Excels in developing and managing financial reports and implementing internal controls.
- Expertise in analyzing, designing, and implementing cost-reduction measures.

EXPERIENCE

Assistant Vice President Finance, P&C Insurance Co.
January 2007-Present

- Supervises month-end closings and preparation of both GAAP and STAT statements.
- Responsible for all communications with state regulators regarding all statutory inquiries.
- Generates monthly budget reports and prepares MDA summary for upper management.
- Prepares and records monthly journal entries and reconciles the investment portfolio.
- Oversees external auditors and regulatory examinations and reviews.
- Prepares the audited financial statements for seven consolidated companies.
- Validates reserve calculations and ensures that the companies are properly capitalized.

Assistant Controller, (Insurance Company)
January 1997-January 2007

- Statutory reporting to the Florida Department of Insurance, NAC, and A.M. Best.
- Managed the annual company-wide budgeting process.
- Coordinated all external audits with the external Big 4 auditors.
- Coordinated the monthly closing for the group of consolidated companies.
- Restructured Accounting Department resulting in a 15% reduction in headcount.

Sr. Staff Accountant, ITZ Bank
January 1989-November 1996

- Prepared the monthly financial statements, budget variance reports, fixed assets entries, accounts payable approval, and various internal reports for upper management.
- Responsible for the monthly closing journal entries of the consolidated companies.
- Oversee the audited financials and coordination of year-end auditor's document requests.

COMPUTER AND OTHER SKILLS:

- Great Pkts, SAP, Selenium IV, and QuickBooks
- Sageard (BAS, EPS, and EFS)
- Microsoft Excel, Word, and PowerPoint
- Outlook and Lotus Notes
- FRX, Crystal Reporting, and BioNet Software
- Pro-Ware Asset Keeper and Sage FAS (Fixed Asset Software)
- Latin America business experience
- Fluent in Spanish and English

*Strong content
Impact-focused writing*

DERRICK CRABTREE
14 Southview Court, Lymington, Hampshire, UK | 01753 600000 | dcrabtree@bt.com

Summary

International Business Development Marketing Specialist with 10 years of experience in the health-care industry. Business process improvement, cost savings, and sales management expert. Comprehensive grasp of client needs and develop practical proposals for cost savings. Excellent planning and implementation capabilities.

Highlights

- Business process improvement
- Forecasting and planning
- Advanced client handling
- Client benefit analysis
- Business systems analysis
- Budgeting
- Project management
- Product life cycle
- System development life cycle
- Change management

Experience

Lead Business Analyst **2007 to Present**
Healthcare Bristol, UK

- Ignited supply chain process improvement and systems implementation projects.
- Developed sales value stream maps and sales for implementation across the hospital.
- Identified process bottlenecks and implemented process and system changes and policies.
- Used root cause analysis to analyze and understand the operational impacts and opportunities for technology change initiatives. Implemented technology solution plus ITSM focused thinking approach.
- Managed key vendors and project delivery solutions for ITSM roll-out and the overall hospital IT infrastructure.

Business Analyst **2005 to 2007**
Healthcare Bristol, UK

- Analysed equipment life cycle usage and determined the best course for future purchases.
- Conducted activity based analysis of hospital processes and made recommendations based on findings.
- Identified process bottlenecks and developed opportunities for business process and workflow.
- Delivered external requirements and supported design sessions.
- Coordinated compliance with international clinical device products by providing reports, reports, training materials, and documentation.

Business Analyst **2000 to 2005**
Money Market **Ball Lake City, Texas**

- Performed research of state independent digital assets, online investments, and business changes.
- Created monthly financial reconciliations and forecasts.
- Assisted senior staff with management of website presentations.
- Conducted client inspection, and created reports to request.

Education

Bachelor of Science Business Management **2006**
University of Wales London, England
English & Business Analysis
Top 5% Graduate

*Distinguished Look & Feel
Strong content
Impact-focused writing
Key attributes of the job*

DESIGNER RESUME
By Resume Genius

RESUME SUMMARY

Creative and self-driven design professional with 9+ years of experience creating and delivering elegant, innovative design solutions that excite consumers and grow iconic brands. Skilled in leading multiple projects from concept through to completion. Hands-on in transforming complex information and concepts into attractive, human-centered designs.

EXPERIENCE

Art Director/Senior Designer
CONCRETE, South Bend, IN / May 2016 - Present

- Lead the concept creation and development of interactive design solutions for over 200 diverse industry clients in line with their unique needs.
- Partner with the owners to develop new ideas and strategies for the company's profiles and presentations.
- Maintain proactive communication with clients and manage multiple projects simultaneously.
- Work closely with the director, copywriters, and other members of the marketing team to continuously level up the brand and develop new products.

Designer
TAG, Thousand Oaks, CA / June 2011 - May 2016

- Managed all activities pertaining to brand management, print design, long document production, design updates, and project management.
- Designed all printed materials, including print and banner ads, wall cling, newspaper ads, flyers, and handouts.
- Led design updates to modernize the branded marketing and aesthetics, including a new color scheme and typography.
- Generated innovative concepts and rendered designs for 50+ digital campaigns.

CONTACT

Email: yourname@gmail.com
Phone: 800.555.555
Address: 4397 Adam Smith Drive
Harrisburg, PA 17101
LinkedIn: linkedin.com/in/yourprofile

SOFT SKILLS

- Concept & design development
- Website design
- Printed material design
- Requirement analysis
- Client relations

HARD SKILLS

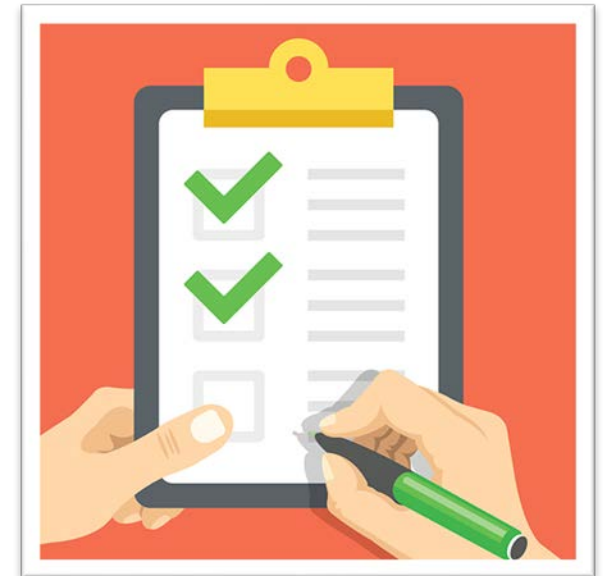
- Adobe Creative Suite
- MS Office Suite
- HTML & CSS
- After Effects
- Fireworks
- Lightroom CC

EDUCATION

Milwaukee Institute of Art and Design
Milwaukee, WI
Bachelor of Fine Arts
Graduated May 2011

Interview Tips

- **Demonstrate that you researched and have a general understanding of the company and industry of the job** (culture, product, services, etc.)
 - Why do you want to work at this company?
 - What interests you specifically about this job?
 - Say that you read the website and/or how you conducted research
 - Ask informed questions
- **Mention that you read and understand the job description** – affirm your understanding of it
 - “I noticed in the job description that organization and prioritization are important parts of the job. In the past, my Manager mentioned...”
 - “It sounds like X is very important for this job... I have done X and Y and am eager to learn more”



Interview Tips

- **Be prepared for behavioral questions** (“Tell me about a time when...”)
 - Brainstorm and write down a few stories from your work, school and/or volunteer experiences that can be used for these types of questions
 - Examples when you demonstrated leadership or skills required for the job
 - Examples of when you overcame challenges – describe decision-making and solutions
- **Addressing career gaps**
 - Share what skills you are/were developing during that time
 - Other experience that may be professional and relevant that demonstrate your skills
 - Ex. Moderator of Wikipedia





Interview Tips

- **Always have at least 3 questions prepared for your interviewer**
 - Pro tip: Tailor your question to the interviewer – What would they be best positioned to answer, and looking for in a candidate?
- At the end of the interview: Ask for your interviewer(s) business card or contact information and **write a thank you email** to each interviewer
 - Share why you enjoyed interviewing with them and/or what you learned or enjoyed about them or the company (*Be specific*)
 - Briefly restate what you hope to contribute to the company (reiterate a strength related to the job)
 - Send it within 1-2 days of the interview



Resources to share

Webinar: Breaking Down the Interview

- Location: Our website and our YouTube channel

The Muse

- Great articles, tips and templates for the hiring process (resume, cover letter, interviews, etc.)

Disability:IN

- List of CEO's committed to disability inclusion – companies to apply to

Job Accommodations Network (JAN)

- Navigating interview and job accommodations
- Call and speak to a consultant

YouTube

- Simon Sinek – Start with Why
- Virgin Media Pioneers– The Networker: The Elevator Pitch



Similar organizations to connect with

Other similar organizations building neurodiversity hiring programs with employers:

- Neurodiversity in the Workplace (ARC Philadelphia)
- NEXT for Autism
- Integrate Advisors
- Specialisterne USA
- Stanford Neurodiversity Project
- Daivergent



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Questions?

Thank you!





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Connect with us!

Email: info@thespectrumworks.org

Social Media: [@thespectrumworks](https://www.instagram.com/thespectrumworks)



Website: www.thespectrumworks.org



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Appendix

Self-Identification and Disclosure

Self-Advocacy & Disclosure

- A personal choice, not required
- Disclose for accommodations and advocating for how you do your best work
- Legal protection through the Americans with Disabilities Act (ADA)



Responding to Self-Disclosure

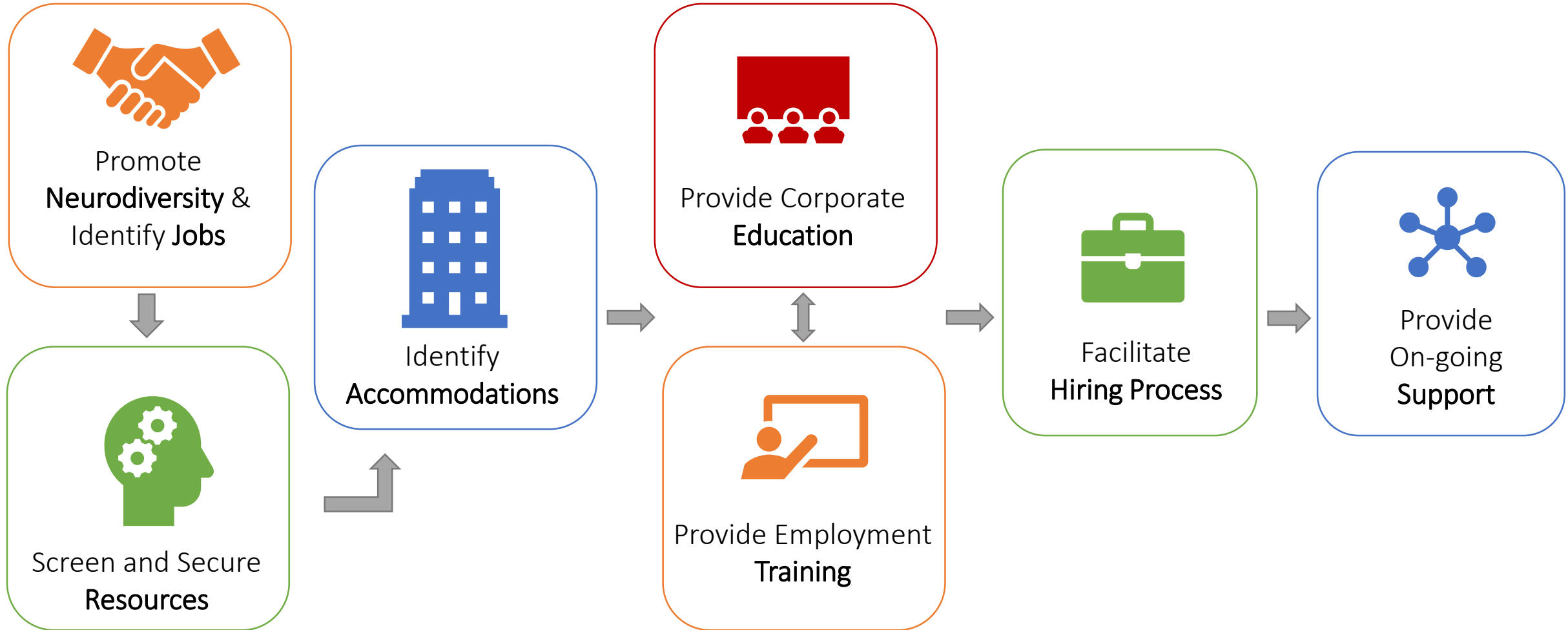
- Create a workplace where individuals feel safe to self-identify/disclose beyond HR
- Be mindful of time-off and appointments
(Ex. COVID – life adjustments)
- Offer accommodations
- Stay curious

Promote a culture of acceptance and belonging



THE SPECTRUM WORKS

Our Service Offerings





THE SPECTRUM WORKS

Why it Matters

“We can’t afford to waste a brain. To meet the unforeseeable challenges racing towards us in the 21st century, **we will need many kinds of minds working together.**”

- Steve Silberman

