

Onboarding in a Neurodiverse Environment

A neuroinclusive environment should aim to reduce uncertainty and empower employees with information about what to expect.

This is especially true during the onboarding or orientation process when everything is new. Some ways to reduce uncertainty in a supportive way are to:



Provide information about the work environment prior to the first day.



Break the first day out into structured sections.



Create a jargon/acronym handbook, which could include video aids, diagrams, and flowcharts.



Encourage your new hire to ask questions and allow ample opportunity for information processing.



Provide a checklist of onboarding tasks.

If a new employee has disclosed that they may require reasonable accommodation, make it a priority to have an appropriate staff member, most often someone from HR, reach out to them personally to set up a time to go over their needs.

The onboarding or orientation process is also an excellent time to ask about and understand individual challenges and strengths. This will allow you both to set up for success going forward. Ask questions like:

- **What would make you most successful at your job?**
- **Are there any adjustments you need to make to your workspace or workday?**
- **Under what specific circumstances are you your best self?**