THE RIGHT MATCH: EMPLOYMENT

This checklist will assist you identifying your personal work style and the "fit" of your personal style to the potential employment. Note: Employer input may be helpful for completing portions of this checklist.

> Making the "Right Match" requires attention to several areas:
> 1. Personal work/ learning style and the fit to the job
> 2. The physical components and requirements of the employment
> 3. The social components and expectations of the work environment

1. Personal Work/Learning Style

What are your likes and dislikes?

What are you good at doing?

What do you like to do?

Do you have any hobbies or special interests that could translate into a job/career?

What do you absolutely hate or refuse to do?

Where and when do you like to work?

Note: Some information adapted from Zaks, Z. (2006) *Life and love: Positive strategies for autistic adults*. Shawnee Mission, KS: AAPC

Sensory Issues

What environmental or other conditions are intolerable?

[ ]

Consider issues of:
- ☐ Personal space
- ☐ Temperature
- ☐ Sounds/pitch/multiple
- ☐ Lighting/visual environment
- ☐ Odors

What environmental conditions do you prefer?

[ ]

Do you have any specific sensory issues you need to prepare for in advance of entering a new environment?

[ ]

Social Style

To what degree do you enjoy socializing?
- ☐ A lot!
- ☐ At least a couple times every day
- ☐ Just a little or only with a few people that I know
- ☐ Almost never
- ☐ I prefer to work by myself where I do not need to socially interact

Does socializing make you anxious?
- ☐ Yes, very much
- ☐ Yes, but not all day long
- ☐ Yes, very occasionally
- ☐ No, I am not anxious in social situations

Do you know if you have trouble understanding other people's words or body language?
- ☐ Yes, I do have trouble understanding people.
- ☐ I get confused easily
- ☐ Yes, but only sometimes I have trouble understanding people
- ☐ No, I find it easy to discuss and interact with others
- ☐ I have no idea! Maybe/maybe not.

What size/type of group do you like to work with?
- ☐ Small group
- ☐ Medium group
- ☐ Large group
- ☐ Alone

Communication Style

Do you enjoy talking to other people?
- ☐ Yes, a lot!
- ☐ No, almost never
- ☐ Sometimes and with some people

Do you enjoy listening to others?
- ☐ Yes, a lot!
- ☐ No, almost never
- ☐ Sometimes and to some people

Is conversing, formally and informally, easy or difficult for you?
- ☐ It is very hard and takes a lot of energy
- ☐ It is difficult, but I can manage for a short time
- ☐ It is easy. I can talk a lot as long as it is something I know about
- ☐ It is easy, even if it is something that I do not know much about

Are questions easy for you to answer?
- ☐ Yes, I try to answer almost every question that is asked of me
- ☐ Yes, most of the time
- ☐ Not always. It is difficult to know what people are asking me about
- ☐ No, I always have trouble answering questions

Would you rather use electronic means as the primary mode of communication with your boss?
- ☐ Yes, I would like to communicate using email if possible
- ☐ No, I like talking to my boss
- ☐ I don't care. I can do either or both

Project Style

Do you work better:
- ☐ on your own
- ☐ with a leader
- ☐ with a group

Do you like:
- ☐ concrete tasks
- ☐ open-ended projects
- ☐ combination

If you usually work alone but then collaborate with others on a special project, would the switch be a big problem?
- ☐ No problem
- ☐ I can do it, but I need to be prepared
- ☐ I will likely have great difficulty with that type of change
- ☐ I cannot make that type of change

Do you mind repetitive work?
- ☐ Yes
- ☐ No
- ☐ Some of the time

Are you easily distracted from a job or task?
- ☐ Yes
- ☐ Somewhat
- ☐ Never

Action Level

Do you move:
- ☐ Slowly
- ☐ Quickly
- ☐ About the same speed as everyone else

Do you need:
- ☐ A lot of action and movement
- ☐ To be primarily still
- ☐ To have opportunities for both throughout the day

Do you prefer the location of the job:
- ☐ To be on a large campus or site
- ☐ To be on a small campus or site
- ☐ To require the use of multiple buildings/sites
- ☐ To be housed in one building

Personal Issues

Do you have any anxiety issues to consider?
- ☐ Yes. Significant issues
- ☐ Often
- ☐ Sometimes
- ☐ Rarely
- ☐ No. Never

What causes the anxiety to be worse?

What makes situations less anxious?

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Clothing

Would you consider dressing in the following for the job?
- ☐ Formal/business wear
- ☐ Uniform
- ☐ Heavy clothing (for cold weather)
- ☐ Casual business wear
- ☐ Jeans
- ☐ Shorts

Do you need help knowing if your appearance is acceptable to a group or situation?
- ☐ Yes. I cannot read what others think of me
- ☐ Sometimes it is hard to tell what others are thinking
- ☐ No. I can read what others think
- ☐ I don't know

2. Physical Components of the Potential Employment

Is there an acceptable sensory environment?

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Is the personal space compatible?
- ☐ Yes
- ☐ Too small
- ☐ Too large
- ☐ Too many people sharing

Is the temperature OK?
- ☐ Yes
- ☐ No
- ☐ I can accommodate

Are the sounds/noises acceptable?
- ☐ Yes, I am fine with the noise or sounds
- ☐ No, I cannot possibly work in this noise
- ☐ Not sure, but I believe I can use accommodations to make it work for me

Is the lighting or visual environment acceptable?
- ☐ Yes, I have enough light, it is pleasant, and the visual environment appears to be well organized
- ☐ No, there are several issues regarding the lighting and visual environment that I cannot tolerate
- ☐ Maybe, however I believe that changes can be made easily to accommodate

Are the smells in the workplace acceptable?
- ☐ Yes, I don't notice many odors
- ☐ No, I find the odors in the workplace offensive
- ☐ Sometimes there are smells that bother me

Are the hours/days of employment acceptable?
If the schedule changes from week to week, will that be acceptable?
- ☐ Yes
- ☐ No
- ☐ Not sure

If the amount of hours increases or deceases periodically, will that be acceptable?
- ☐ Yes
- ☐ No
- ☐ Not sure

Is the quality required of the work acceptable?
- ☐ Too high
- ☐ Too low
- ☐ Acceptable

Are the production requirements acceptable?
- ☐ Too high
- ☐ Too low
- ☐ Acceptable

Are the pay, benefits, vacation and holiday acceptable?

- ☐ Pay rate is acceptable
- ☐ Pay rate is not acceptable

- ☐ Vacations and holidays work for me
- ☐ Vacations and holidays are not acceptable

- ☐ Benefits are fine
- ☐ Benefits are not sufficient

Do you anticipate the need to take time off due to anxiety or stress?
- ☐ Yes
- ☐ No
- ☐ I do not know

Transportation

Is transportation to work necessary?
- ☐ Yes
- ☐ No

Can you tolerate:
- ☐ Car
- ☐ Taxi
- ☐ Public bus
- ☐ Van
- ☐ Bike
- ☐ Walking

Do you need to know exact times transportation will arrive?
- ☐ Yes within 5 minutes
- ☐ Within 20 minutes
- ☐ I can wait a long time

Are any modifications required due to weather?
- ☐ I can't wait as long when it is too hot, cold, wet
- ☐ I will need alternate transportation when it is raining/snowing
- ☐ The weather does not affect the transportation

3. Social Components

Does the employer offer and support coworker training and awareness on ASD and disability in order to facilitate the acceptance, appreciation and inclusion of the employee with ASD?
- ☐ Yes
- ☐ Yes, but it needs to be expanded/modified
- ☐ No, but the employer is planning to include this training soon
- ☐ No

What is the level of interaction(s) expected or accepted?
- ☐ Formal: greetings and manners
- ☐ Informal: small talk and sharing personal life
- ☐ Email for office communication
- ☐ Phone interaction is necessary

Have the job expectations been clearly defined? (Check all that apply).
- ☐ Clearly defined boundaries of interaction with coworkers and boss
- ☐ Timelines are clear
- ☐ Navigation skills/requirements to function in the work group
- ☐ Expectations for break-time/mealtime (Are you expected to take a break? Where can or do employees go for breaks/meals? How long?)

Grooming and hygiene

What will be the expectation of dress:
- ☐ Business wear
- ☐ Casual wear
- ☐ Jeans
- ☐ Uniform

Expectations of grooming
- ☐ Meticulous grooming/dress is expected (nails manicured/clean, styled hair, make-up)
- ☐ Casual is acceptable (hair pulled up, hats, sandals)
- ☐ Coworkers expect others to bathe, wash hair, use deodorant everyday
- ☐ Coworkers are more flexible in their acceptance of hygiene. Skipping a day of washing is acceptable as long as I do not appear or smell dirty

Is there someone in the workplace who can *respectfully* facilitate acceptable grooming and hygiene?
- ☐ Yes – This person has already been identified
- ☐ There are several possibilities, no one has been identified
- ☐ No – There is no one available
- ☐ The potential employee does not want to be reminded of these issues by coworkers. Need to create other interventions in this area if grooming/hygiene becomes unacceptable

Other observations or issues that have been noted:

1) Highlight items that could potentially be a major barrier to obtaining or maintaining the employment.
2) Determine if interventions, supports and accommodations can be created to address areas where there is a mismatch between personal work style, environment and social expectations of the potential employment.

THE RIGHT MATCH: POSTSECONDARY

This checklist will assist you identifying your personal work style and the "fit" of your personal style to the potential employment. Note: Educational program input may be helpful for completing portions of this checklist.

> Making the "Right Match" requires attention to several areas:
> 1. Personal work/ learning style and the fit to the educational program
> 2. The physical components and requirements of the educational program
> 3. The social components and expectations of the educational program

1. Personal Work/Learning Style

What are your likes and dislikes?

What are you good at doing?

What do you like to do?

Do you have any hobbies or special interests that could translate into a job/career?

What do you absolutely hate or refuse to do or study? Could this change if your program requires it?

Where and when do you like to study/attend class?
- How many classes in a day is enough? Or too much?
- How early can you reasonably start your classes?
- How late can you attend class and still learn?
- Do you study in your room? library? elsewhere?
- Do you need to study where it is quiet? silent? noisy?

Note: Some information adapted from Zaks, Z. (2006) *Life and love: Positive strategies for autistic adults.* Shawnee Mission, KS: AAPC

Sensory Issues

What environmental or other conditions are intolerable?

[ ]

Consider issues of:
- ☐ Personal space
- ☐ Temperature
- ☐ Sounds/pitch/multiple
- ☐ Lighting/visual environment
- ☐ Odors

What environmental conditions do you prefer?

[ ]

Do you have any specific sensory issues you need to prepare for in advance of entering a new environment?

[ ]

Living Arrangements

What types of living arrangements do you prefer? Which types can you tolerate?

	Prefer	Tolerate
Roommates? How many?	☐ Yes ☐ No How many?	☐ Yes ☐ No How many?
Assigned roommates?	☐ Yes ☐ No	☐ Yes ☐ No
Private room or apartment?	☐ Yes ☐ No	☐ Yes ☐ No
Share bedroom?	☐ Yes ☐ No	☐ Yes ☐ No
Location?	☐ On campus ☐ Off campus	☐ On campus ☐ Off campus
Close to classes?	☐ Yes ☐ No ☐ Does not matter	☐ Yes ☐ No ☐ Does not matter
Curfew times?	Time:	Time:
Visting hours?	Time:	Time:
Live at home or commute?	☐ Yes ☐ No	☐ Yes ☐ No

Do you know how to use laundry facilities?
☐ Yes, I can use laundry resource in the building, on campus or in the community
☐ Yes, I can use the resources if they are within close proximity to my living situation
☐ Somewhat; I need to have someone show me how to use the available facilities
☐ No, I am not familiar with using laundry facilities

What are your preferred ways for meal preparation?

I prefer to prepare most of my meals
☐ Yes
☐ No
☐ Sometimes

Where are you willing to do meal preparation?
☐ In the apartment/dorm room
☐ On the same floor
☐ Somewhere within the building

I prefer to purchase most of my meals in a cafeteria or restaurant
☐ Yes
☐ No
☐ Sometimes

Social Style

To what degree do you enjoy socializing?
☐ A lot!
☐ At least a couple times every day
☐ Just a little or only with a few people that I know
☐ Almost never
☐ I prefer to work by myself where I do not need to socially interact

Does socializing make you anxious?
☐ Yes, very much
☐ Yes, but not all day long
☐ Yes, very occasionally
☐ No, I am not anxious in social situations

Do you know if you have trouble understanding other people's words or body language?
☐ Yes, I do have trouble understanding people.
☐ I get confused easily
☐ Yes, but only sometimes I have trouble understanding people
☐ No, I find it easy to discuss and interact with others
☐ I have no idea! Maybe/maybe not.

What size/type of group do you like to work with?
- ☐ Small group
- ☐ Medium group
- ☐ Large group
- ☐ Alone

Communication Style

Do you enjoy talking to other people?
- ☐ Yes, a lot!
- ☐ No, almost never
- ☐ Sometimes and with some people

Do you enjoy listening to others?
- ☐ Yes, a lot!
- ☐ No, almost never
- ☐ Sometimes and to some people

Is conversing, formally and informally, easy or difficult for you?
- ☐ It is very hard and takes a lot of energy
- ☐ It is difficult, but I can manage for a short time
- ☐ It is easy. I can talk a lot as long as it is something I know about
- ☐ It is easy, even if it is something that I do not know much about

Are questions easy for you to answer?
- ☐ Yes, I try to answer almost every question that is asked of me
- ☐ Yes, most of the time
- ☐ Not always. It is difficult to know what people are asking me about
- ☐ No, I always have trouble answering questions

Would you rather use electronic means as the primary mode of communication with your boss?
- ☐ Yes, I would like to communicate using email if possible
- ☐ No, I like talking to my boss
- ☐ I don't care. I can do either or both

Project Style

Do you work better:
- ☐ on your own
- ☐ with a leader
- ☐ with a group

Do you like:
- ☐ concrete tasks
- ☐ open-ended projects
- ☐ combination

If you usually work alone but then collaborate with others on a special project, would the switch be a big problem?
- ☐ No problem
- ☐ I can do it, but I need to be prepared
- ☐ I will likely have great difficulty with that type of change
- ☐ I cannot make that type of change

Do you mind repetitive work or assignments that seem to be repetitive?
- ☐ Yes
- ☐ No
- ☐ Some of the time

Are you easily distracted from a job or from studying/class work?
- ☐ Yes
- ☐ Somewhat
- ☐ Never

Action Level

Do you move:
- ☐ Slowly
- ☐ Quickly
- ☐ About the same speed as everyone else

Do you need:
- ☐ A lot of action and movement, including studying or clas
- ☐ To be primarily still
- ☐ To have opportunities for both throughout the day

Do you prefer postsecondary education:
- ☐ To be on a large campus or school
- ☐ To be on a small campus or school
- ☐ To require the use of multiple buildings/sites
- ☐ To be housed in one building

Personal Issues

Do you have any anxiety issues to consider?
- ☐ Yes. Significant issues
- ☐ Often
- ☐ Sometimes
- ☐ Rarely
- ☐ No. Never

What causes the anxiety to be worse?

What makes situations less anxious?

[ ]

Clothing

Would you be willing, or able, to dress in the following for school?
- ☐ Casual business wear
- ☐ Jeans
- ☐ Shorts
- ☐ Business wear
- ☐ Uniform
- ☐ Heavy clothing (for cold weather)

Do you need help knowing if your appearance is acceptable to a group or situation?
- ☐ Yes. I cannot tell what others think of me
- ☐ Sometimes it is hard to tell what others are thinking
- ☐ No. I can read what others think
- ☐ I don't know

2. Physical Components of the Potential Employment

What is the social atmosphere in the school program?
- ☐ Able to "hide in the crowd"
- ☐ Frequent individualized attention to students
- ☐ Available small groups organized around special interests
- ☐ Many organized clubs are available to all
- ☐ Informal social groups are the norm
- ☐ Most students live on campus and socialize within a dorm
- ☐ Most students live off campus and socialize between classes
- ☐ Athletic events are major courses of social opportunities an interactions

How many students are enrolled in the program/school?

[ ]

How many students live on camputs?

[ ]

How many students commute?

[ ]

What is the average class size?

[ ]

Is there an acceptable sensory environment in which to learn and study?

Is the personal space compatible?
- ☐ Yes
- ☐ Too small
- ☐ Too large
- ☐ Too many people sharing

Is the temperature OK?
- ☐ Yes
- ☐ No
- ☐ I can accommodate

Are the sounds/noises acceptable?
- ☐ Yes, I am fine with the noise or sounds
- ☐ No, I cannot possibly work in this noise
- ☐ Not sure, but I believe I can use accommodations to make it work for me

Is the lighting or visual environment acceptable?
- ☐ Yes, I have enough light, it is pleasant, and the visual environment appears to be well organized
- ☐ No, there are several issues regarding the lighting and visual environment that I cannot tolerate
- ☐ Maybe, however I believe that changes can be made easily to accommodate

Are the smells acceptable?
- ☐ Yes, I don't notice many odors
- ☐ No, I find the odors in the workplace offensive
- ☐ Sometimes there are smells that bother me

Are the needed classes scheduled at times that you prefer or that are acceptable?
- ☐ Yes, I am fine with the times classes are offered
- ☐ Probably. I think I can manage the class times
- ☐ No, I am concerned about some of the times that I am scheduled to attend class

How does the organization of the campus impact your needs and preferences?

Are you comfortable with the number of campus buildings?
- ☐ Yes. This is no problem.
- ☐ Maybe. But I think I will find my way
- ☐ No, I will need help.

Are you comfortable with the size of campus buildings?
- ☐ Yes, I am fine with the buildings
- ☐ Maybe. I think I may only need to explore them.
- ☐ No (list reasons why below)

Are there specific buildings/areas on campus designated for specific majors? If so, consider those that are in your major.

☐ Yes
☐ No
☐ I don't know

Are those building close to where you will live?
☐ Yes
☐ No

Is parking/transportation available to those bulidngs?
☐ Yes
☐ No
☐ I don't know

Are the expectations for coursework reasonable for you?
☐ Too heavy
☐ Deadlines can be met
☐ Organizational issues are manageable and supports are available

Is the schedule flexible enough to accommodate issues of an occasional stress reaction?
☐ Yes, there is great flexibility built into the schedule
☐ Yes, somewhat. I can take an occasional "night off"
☐ No, the schedule seems somewhat rigid

Other Considerations Regarding Classes and Coursework

Is pre-registration, registration assistance or priority class registration available?
☐ Yes, all of these options are available
☐ Yes, some of these options are available
☐ No, none of the options are available

Are mentorship or apprenticeship programs available?
☐ Yes, a formal program is in place
☐ Yes, although it is somewhat informal or loosely organized
☐ No, there are no provisions

Are tutors available to assist with class work or assignments?
☐ Yes, tutors are available and easily accessed for many academic issues
☐ Yes; however, they are limited in availability and use
☐ No, there are no tutoring programs associated with this program

Is adaptive technology such as listening devices or talking computers available?
☐ Yes, extensively
☐ Yes, basic technology
☐ No, not really

Are you willing to invest the necessary time in required courses that may not be of high interest?
- ☐ Yes
- ☐ Maybe
- ☐ No

Is it possible to "test out" of some of the basic courses?
- ☐ Yes
- ☐ No

Are course substitutions an option?
- ☐ Yes
- ☐ No

Transportation

Is transportation to class/campus necessary?
- ☐ Yes
- ☐ No

Can you tolerate:
- ☐ Car
- ☐ Taxi
- ☐ Public bus
- ☐ Van
- ☐ Bike
- ☐ Walking

How long is the average walk from class to class?

Are you able to manage the walk and be in class on time?
- ☐ Yes
- ☐ No
- ☐ Most of the time

Do you need to know exact times transportation will arrive?
- ☐ Yes within 5 minutes
- ☐ Within 20 minutes
- ☐ I can wait a long time

Are any modifications required due to weather?
- ☐ I can't wait as long when it is too hot, cold, wet
- ☐ I will need alternate transportation when it is raining/snowing
- ☐ The weather does not affect the transportation

3. Social Components

Does the educational program offer and support peer training and awareness of ASD and disability in order to facilitate the acceptance, appreciation and inclusion of students with ASD?
- ☐ Yes
- ☐ Yes, but it needs to be expanded/modified
- ☐ No, but the school program is planning to include this training soon
- ☐ No

What is the level of interaction(s) expected or accepted?
- ☐ Formal: greetings and manners
- ☐ Informal: small talk and sharing personal life
- ☐ Email for office communication
- ☐ Phone interaction is necessary

Have the following expectations of the educational program been clearly defined? (Check all that apply).
- ☐ Clearly defined boundaries of interaction with classmates, peers, faculty
- ☐ Relationships between classmates vs. roommates vs. casual acquaintances vs. upper classmates, etc.
- ☐ Timelines for assignments
- ☐ Navigation sills/requirements to function in a work group or class
- ☐ Expectations for break-time/mealtime (Where can or do students go for breaks/meals?)

Grooming and hygiene

What will be the expectation of dress:
- ☐ Business wear
- ☐ Casual wear
- ☐ Jeans
- ☐ Uniform

Expectations of grooming
- ☐ Meticulous grooming/dress is expected (nails manicured/clean, styled hair, make-up)
- ☐ Casual is acceptable (hair pulled up, hats, sandals)
- ☐ Faculty and students expect others to bathe, wash hair, use deodorant everyday
- ☐ Faculty and students are more flexible in their acceptance of hygiene. Skipping a day of washing is acceptable as long as I do not appear or smell dirty

Is there someone in the workplace who can *respectfully* facilitate acceptable grooming and hygiene?
- ☐ Yes – This person has already been identified
- ☐ There are several possibilities, no one has been identified
- ☐ No – There is no one available
- ☐ The potential student does not want to be reminded of these issues. Need to create other interventions in this area if grooming/hygiene becomes unacceptable

Living Arrangements

What opportunities for recreation are offered on campus? In the community?

What opportunities for entertainment are offered on campus? In the community?

What opportunities for shopping are available on campus? In the community?

How safe is the campus? The community?

What types of living arrangements are available? (Check all that apply).
- ☐ Roommate(s) How many?
- ☐ Private room
- ☐ On campus
- ☐ Off campus
- ☐ Assigned roommate
- ☐ One can request or make own arrangements
- ☐ Private bedroom
- ☐ Shared bedroom
- ☐ Dorms/apartments close to classes/library
- ☐ Dorms/apartments far from classes/library
- ☐ Planned activities for residents
- ☐ Live at home
- ☐

What are the curfews?

What are the visiting hours?

Do the housing arrangements have the resources for laundry, meals, etc.
- ☐ Yes, in the apartment
- ☐ Yes, on the same floor
- ☐ Yes, within the building
- ☐ Yes, within a short distance of the building
- ☐ No, one must leave the area

Do housing arrangements have resources for meals or meal preparation?
- ☐ Yes, meals may be prepared in the apartment
- ☐ Yes, meals may be prepared on the same floor
- ☐ Yes, food may be purchased within the building
- ☐ Yes, food may be purchased within a short distance of the building
- ☐ Yes, there is a cafeteria on campus that is available
- ☐ Yes, there are many fast food restaurants close by
- ☐ No, one must leave the area/campus in order to find restaurants
- ☐ One must leave the campus to purchase groceries

1) Highlight items that could potentially be a major barrier to obtaining or maintaining enrollment in the program.

2) Determine if interventions, supports and accommodations can be created to address areas where there is a mismatch between personal work style, environment and social expectations of the potential education program.