

PREPARATION FOR EMPLOYMENT



CENTRE FOR AUTISM
MIDDLETOWN



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IDENTIFYING SKILLS

- Use information on your CV from school.
- Use www.myworldofwork.co.uk 'About Me' tool to help identify skills.
- Make a list of your skills and memorise at least the top 3.
- Check job descriptions for skills needed or check on
<https://nationalcareers.service.gov.uk/explore-careers>
<https://careersportal.ie/>



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INTERVIEW SKILLS

- Do preparation and research before the interview just like for an exam.
- Ask if you are allowed a supporter, if this helps you.
- Dress for the job and look smart (e.g. clean clothes, tidy hair).
- Plan to arrive at least 5 minutes early.
- You can ask for a copy of the written questions to be provided in the interview.
- Listen carefully to questions.
- It's OK to ask for a question to be repeated.
- You can make written notes before you speak.
- Be specific when answering questions.
- Remember your strengths, be honest and positive.
- Use calming techniques e.g. calm breathing.

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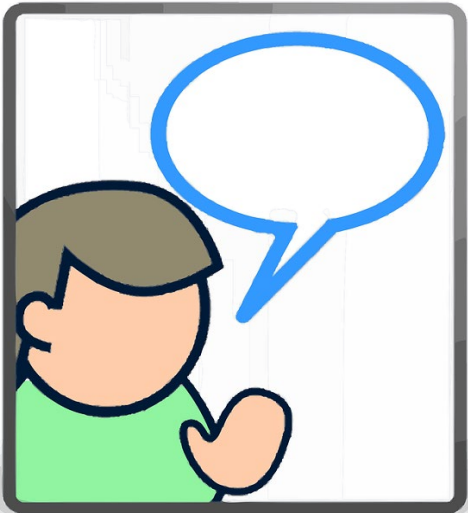
PLANNING THE COMMUTE

- Learn how to use the apps for public transport.
- Complete at least one practice journey before the interview and the first day, including getting from the station to place of work.
- Time the journey and add on an extra half hour.
- Practice alternative routes to allow for roadworks or station closures.
- Have a back up plan e.g a text list of different train times.
- Have cash in back of mobile phone in case card payment does not work.
- Have a parent or friend on stand by to help sort issues.
- If driving, have a change of clothes and de-icer in boot.
- Have the manager's telephone number handy in case you are delayed.



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STAFF ROOM ETIQUETTE

- When you are introduced to new people, smile and say hello.
- Bring a lunch on the first day and include your favourite snacks.
- Put your rubbish in the bin and tidy up after yourself.
- Set a timer on your phone 5 minutes before you are due back from lunch.
- Check where the toilet is in relation to the staff room.
- Have a question to ask your colleagues eg how was your weekend? do you enjoy football or gaming?



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ASKING FOR HELP

- It is OK to ask for help when you start a new job.
- Thinks about - Who is the right person to ask?
- Is this a good time to ask for help?
- Do not interrupt if someone is on the phone or speaking to someone else.
- Listen carefully to the answer.



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A GOOD TEAM PLAYER...

- Helps colleagues with tasks when asked to do so,
- Thanks colleagues for their help,
- Looks towards the person who is speaking,
- Nods or answers yes when listening,
- Understands that colleagues may have an 'off day' e.g. may make mistakes or feel short tempered,
- Does not gossip about colleagues but stays neutral,
- Takes their turn making tea or coffee.



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HOW TO MAKE A GOOD IMPRESSION ON YOUR FIRST DAY

- Arrive 15 minutes early.
- Remember your manager's name.
- Take care of your appearance and personal hygiene (ie shower, shave).
- Wear appropriate clothing.
- Take everything you need with you.
- Smile and say hello to new people you meet.
- Arrive back from lunch on time.
- Takes notes if there are too many instructions.



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