

# THE HR CHECKLIST

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Look at all HR processes through a neuro-inclusive lens. Is the organization aware of preferences when it comes to the following subjects:

## Recruitment

- Look and feel of the website or the vacancy text
- Look and feel of advertisements
- Application procedure
- Use of personality tests
- Location of the job interview
- Relevant information or interview questions provided in advance
- Picture of the building or workplace
- Mention of (neuro)diversity in communications
- Conditions for a candidate to feel comfortable
- Working preferences
- Preparation for the first working day/working week/working month

- Neurodiversity as an explicit topic at onboarding days
- Mentorship

## Learning and Developing

- Multimedia approach
- Variation in learning formats
- Make learning speed variable
- Stimulate curiosity
- Interaction preferences
- Text and image
- 'Text to speech' and 'speech to text' software availability
- Fonts
- Individual versus classroom learning

### **Leadership**

- Role models in the organization
- Topic in leadership trajectories
- Learning offer available for managers
- Workshops for managers and teams
- (Reverse) Mentoring program

### **Talent development**

- Room for spiky profiles
- Explicitly value creativity and innovativeness
- Flexible job profiles or roles
- Room for additional functions, projects or networks
- Dealing with 'learning hunger', personal development outside of function

### **Work content**

- Degree of complexity
- Amount of work
- Adjustment options in line with work rhythm
- Routine versus variety
- Room for side projects
- Degree of freedom / free role

### **To collaborate**

- Clear communication
- Communication preferences
- Time online versus time together
- Inclusive social activities and events
- Extent and nature of meetings
- Mandatory versus optional collaboration
- Remote working / hybrid working

### **Working environment**

- Social spaces
- Quiet places
- Stimulation control (light, smell, sound)
- Fixed versus flexible workplace
- Office accessibility
- Available nutrition

### **Events**

- Opportunity to participate partially
- Rest moments in program
- Information in advance about location and accessibility
- Map and photo material

- Noise level
- Safe space
- Lanyards
- Wide range of food
- Point of contact on the day itself

### **(mental) working conditions**

- Flexible time schedule in line with work rhythm and/or commuting
- Output-driven working
- Home office facilities
- Broader or more general job profile
- Inclusive performance management
- Hours available for training, development, gaining knowledge, networking
- Wellbeing offering: exercise, sleep, nutrition, mental support, stages of life, neurotype specific offering
- Possibilities for extended leave / sabbatical
- Disability insurance
- Life insurance
- Hours available for neurodiversity network

### **Occupational health and safety matters**

- Knowledge of neurodiversity among occupational physicians and other supervisors
- Demedicalization -> social model
- Collaborate with interest groups