

Now you are 18
Employment
To disclose or not disclose?

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and cannot be relied on as such.



ADAAA / EEOC

- What is the ADAAA and why is it important to me?
- What is the EEOC and why is it important to me?

ADAAA

- What does DISCLOSURE mean?
- How do you disclose?
- When?
- To whom?
- Why?
- What would DISCLOSURE help or hurt?
- Some employers (Government) can ask for voluntary disclosure!

Disclose or Not Disclose

- The laws require that qualified applicants and employees with disabilities be provided with reasonable accommodations
- BUT, an employer is only required to provide work related accommodations if you disclose your disability to the appropriate individuals



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What to disclose about your disability?

- A person with a hidden disability will need to decide whether to disclose, and determine what information to share about the disability
 - General information about your disability
 - How your disability affects your ability to perform key job tasks
 - Types of accommodations that have worked for you in the past
 - Types of accommodations that you anticipate needing in the workplace

Disclosure protections and responsibilities

- You are entitled to:
 - Confidentiality and respect regarding your disability
 - Choose to disclose at any time during the employment process
 - Receive reasonable accommodations for an interview
 - Be considered for a position based on skill and merit
- You have the responsibility to:
 - Disclose your need for work-related accommodations
 - Bring your skills and merits to the table
 - Be truthful, self-determined, and proactive

Disclosure

- What happens after I disclose?
 - Job description
 - Job tasking
 - Accommodations
- What should I expect going forward?
 - Accommodations
 - Performance reviews
 - What if I need help?

Employee Rights

- What are your rights as an employee?
 - Employers are prohibited from discriminating against applicants or employees with disabilities in job application, procedures, conditions and privileges of employment
- Reasonable Accommodations
 - Definition: a requested item or action that would enable you to perform the required functions of your job
 - If you need an accommodation due to a disability, you must request it from your employer.

Employer's Rights

- An employer is required to make a reasonable accommodation *unless* the request causes significant difficulty or expense to the employer
- An employer is not required to lower quality or production standards for disabled applicants or employees



Texas Employment

- Texas is a Right to Work State
 - This means that under the Texas Labor Code, a person cannot be denied employment because of membership or non-membership in a labor union or other labor organization
- Texas is an At-will Employment state
 - An employer can usually fire an employee for any reason at any time
 - *Except*
 - when an employment contract exists
 - *Or discrimination* based on age, race, gender, or disability

Performance Improvement Plan

- What is it?
 - Designed to facilitate constructive discussion between staff members and supervisors to clarify the work performance to be improved
 - The supervisor should review the following items with the employee every 6 months
 - State performance to be improved
 - State the level of work performance expectation
 - Identify and specify the support and resources you will provide
 - Communicate your plan for providing feedback to the employee.
 - Specify possible consequences if performance standards are not met.
 - Provide sources of additional information such as the Employee Handbook.

How to get and keep a job with Autism

[Video](#)

*“Sell your work,
not yourself”*

What is a realistic job path? (Interest survey)

- Consider your...
 - Interests and strengths
 - Specific work skills
 - Learning style
 - Communication skills and required supports
 - Social interaction, behavior and effective supports
 - Sensory issues- the need for certain sensory inputs to relax or need to avoid certain stimuli



Workplace Suggestions

Visual Thinkers:

- Computer programming
- Drafting
- Commercial art
- Photography
- Equipment design
- Mechanic
- Appliance repair
- Handcraft artisan
- Webpage designer
- Video game designer
- Building maintenance
- Building trades

Good at mathematics or music:

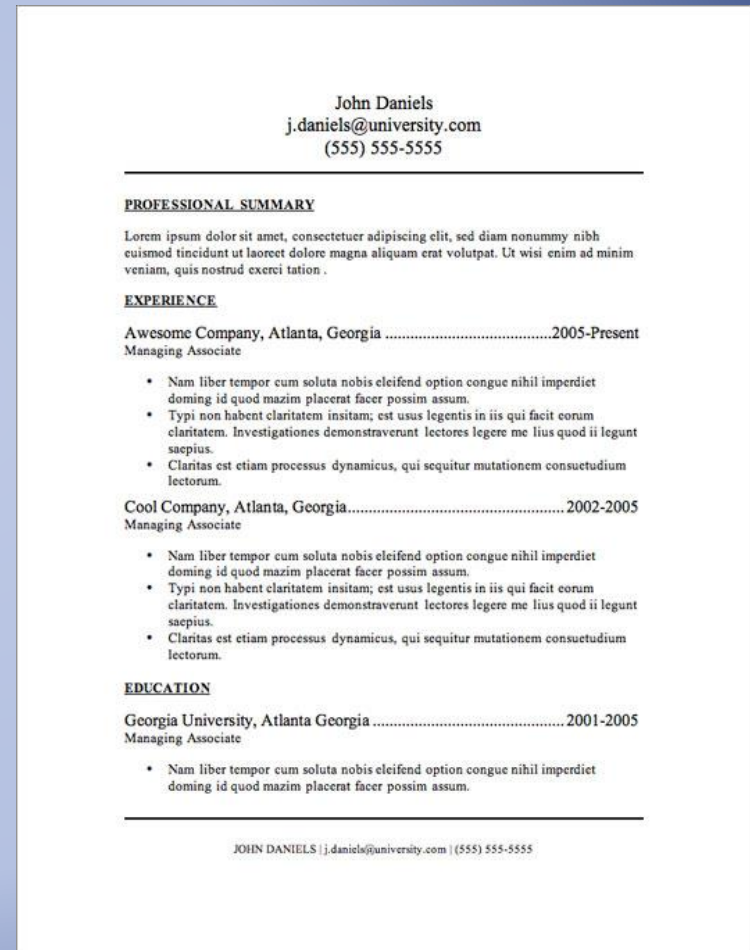
- Accounting
- Computer programming
- Engineering
- Journalist, copy editor
- Taxi driver
- Piano (or other musical instrument) tuner
- Filing positions
- Statistician
- Mathematician
- Bank teller
- Telemarketing

Are you creating a resume?

- Resume- a brief written account of personal, educational, and professional qualifications and experiences, prepared by an applicant for a job
- Focus on your skills relevant to the field, or volunteer work if you have no employment history
- Add a picture to make it personal and memorable.
 - **Professionally appropriate picture**

How to Create a Resume

- [Video](#)
- This video is a simple “how to” create a resume on Microsoft Work



Social Skills!

- Social skills are as important in the workforce as job skills! Are you ready?
 - Know how to make a good first impression
 - Take a work place social skills assessment for insight and information
 - Identify areas of strength to focus on and weakness to improve upon
 - Realize team work is important!
 - Constructive criticism can be helpful!
 - * **Social Motion Skills T3 Program for young adults**

Build your Network !

Who do you know !?? Who will...

- Write you a letter of recommendation?
- Be a reference?
- Make an introduction for you?
- Teach you about their industry?

Networks

- School, clubs, hobby groups, faith organizations, mentor groups, community organizations etc.!

Connections

- Who is in your close circle of connections? Extended circle?
- Who do you know and who do they know?
 - Make your own circle diagram!
- Connections and introductions are powerful!
- Build your network through polite, professional communication!
 - Social media (you know the rules!)
 - Groups, clubs, hobbies, leisure learning etc.

Seek new opportunities!

- The Autism Employment Network, powered by Autism Speaks
 - *Private group.* [Join](#)
 - In order to encourage the creation of greater employment opportunities for individuals with autism, Autism Speaks is hosting this networking group where interested parties can share information, learn from one another and grow your own networks. This group will enable employers of any scale, employment service providers, and individuals with autism and their families to connect and network with one other.



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