



**Ambitious
about Autism**

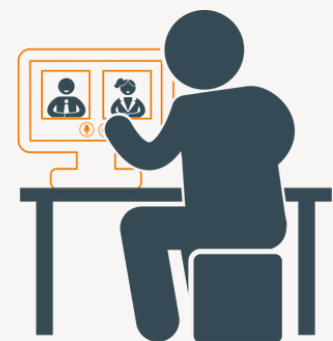
Top tips on helping your young people get into employment



This guide summarises key information from a webinar by our Ambitious Youth Network, titled 'Top tips on helping your young people get into employment'. In the webinar, the employment team share advice for parents and carers on how to support young people in their search for work. Watch the [video](#).

How to support young people to apply for roles:

- Help them create a professional email address and show them how to write an email properly. Avoid blank subject lines or sending emails without a greeting. This could be their first impression to the employer so make it count!
- Remind them to check their inbox (and junk folder) every day during the job hunt.
- Help them tailor their CV to each role they apply for. Proofread the CV together or remind them to double-check it themselves.
- Encourage them to keep applying for multiple roles which will increase their chances of being successful. Although they should rest when they need it, it is a good idea to pursue any kind of opportunity when job searching.
- Make sure they answer the questions which are being asked on application forms. Ensure they are clear, stay positive about their experience, and only include relevant information.
- Ensure they have not overshared personal information which won't benefit the application. Only share information that is relevant to the role that they are applying for.
- Teach your young person how to use platforms like MS Teams or Zoom which might be required for interview and/or during the job.



When should young people disclose their autism?

- As it is a personal choice, they should only disclose if and when they feel comfortable.
- They can choose to disclose at the job start, later, or not at all.
- If they disclose, they can ask for reasonable adjustments during interviews and at work to help them thrive in the workplace.
- Under ACAS guidelines, no official diagnosis is required to disclose.



How can you help young people prepare for interviews?

- Practice makes permanent: the more they practice, the more confident and prepared they'll feel. Consistency and confidence are key.
- You or a trusted individual could role-play the interview questions with the young person. Ask them appropriate interview questions so they can get comfortable answering them.
- You can search online for commonly asked interview questions if you do not receive your questions in advance.
- Encourage your young person to ask the interviewer for accommodations (they can also be called reasonable adjustments). This can include:
 - getting interview questions in advance
 - extra time to answer questions
 - using notes during the interview
 - choosing between online or in-person interviews.
- Help your young person consider what adjustments would match their needs.
- Help them to plan out structured answers to questions to keep answers clear and focused. For example, the STAR method is a way of answering competency-based questions such as "Tell me about a time when you used team-work skills?"



What is the STAR method?

The STAR method helps structure clear answers to competency-based interview questions.

A competency-based question is one which asks how you've demonstrated a specific skill previously, such as, "Tell me about a time you have used your problem-solving skills."

- **Situation:** What was the context? i.e. where were you and what were you doing?
- **Task:** What was the problem? What was your responsibility?
- **Action:** What did you do to help solve the problem? What skill did you use?
- **Result:** What happened because of your actions? What did you learn?

Put your answers to these questions together and create a story clearly shows the employer how you've used your skills in real-life situations.

How involved should parents and carers be?

- The biggest thing that you can do for your young person is to be a cheerleader for them. Offer encouragement and support them every step of the way, but let them take the lead.
- Don't send emails or apply on their behalf. They should write and send their own applications. You can support and be copied into emails, but employers need to see that they are the one applying.
- Respect their privacy and never share personal information with employers without your young person's consent.
- Try not to push too hard. Job searching can be hard - especially after rejections. By cheerleading, you can help to build their confidence and motivate them to succeed long term, not just get the job.



Where can parents get information about Employ Autism opportunities?

Go to our website for employment opportunities as well as our employment resources. You can also sign up to our weekly email for current opportunities.



We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

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