

Employment Readiness

The
Real Skills

You Need, Nothing Else.

What “employment readiness” really means

Employment readiness isn't about being “perfect,” “polished,” or “acting neurotypical.”

It simply means:

- You understand the tasks and environment of a job.
- You know what supports help you do your best work.
- You can communicate your needs, preferences, and boundaries.
- You can show your strengths in a way that works for you.

Every person's work style is different — and that's a good thing.

Circle your strengths

Learn well by seeing

Learn well by doing

Like step-by-step
instruction

Focusing on
topics of interest

Following routines

Noticing details

Solving problems

Creative thinking

Staying calm under
pressure

Working independently

Working with a
group or leader

Helping others

Organizing

Working with your
hands

Technology

Customer service

Tips & Tricks

- Use the strengths above to search for careers you may be a great fit for.
- Also add the strengths to a resume and keep in mind during interviews.



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Communication skills for work

These aren't about "talking right." They're about making sure your needs are understood and your work goes smoothly. All communication styles (verbal, AAC, texting, written notes) are valid.

For the following, assess your own skills as if you were scoring someone else. Circle Most of the time, Not usually, or Never.

I ask for clarification if something is confusing.	Most of the time	Not usually	Never
I can tell someone when I need more time.	Most of the time	Not usually	Never
I can let a supervisor know if something is unsafe.	Most of the time	Not usually	Never
I can tell someone if I'm overwhelmed or need a break.	Most of the time	Not usually	Never
I can communicate that a task is finished.	Most of the time	Not usually	Never
I can use scripts or written notes to help me communicate.	Most of the time	Not usually	Never

Task & Routine Skills

This section focuses on supports to help you succeed, not expectations to meet alone. Task initiation challenges are executive-function differences, not laziness. With the ADA*, supports are more common in workplaces than you might think!

Circle your preferences in the following list for how you complete tasks.

Following a checklist or visual guide	Figuring it out as you go, with freedom to make small mistakes	Working for a specified amount of time, then taking a break
Having freedom to change tasks freely throughout the day or week	Having very specific instructions, with little possibility of error	Starting independently with material support (timer, manual, etc.)
Finishing a task before moving onto the next one	Starting independently with support (timer, instruction, etc.)	Working for a specified amount of time, then taking a break

*ADA stands for Americans with Disabilities Act, which requires reasonable accommodations (supports)

Understanding Workplace Boundaries (Without Masking)

Boundaries aren't about being "polite"--they're about keeping yourself safe, respected, and comfortable.

Rate your skills here from 1 (you have a really hard time) to 5 (no challenges at all).

I understand which topics are safe for work.

1 2 3 4 5

I know who I can talk to about problems/concerns.

1 2 3 4 5

I know how to say "I'm not comfortable with that."

1 2 3 4 5

I know when I can use my phone (based on workplace rules).

1 2 3 4 5

I can keep personal space in a way that feels safe for me.

1 2 3 4 5

Regulation & Coping at Work

This is NOT about suppressing emotions. It's about having tools to stay grounded and communicate honestly.

I can notice early signs of overwhelm.

1 2 3 4 5

I know break strategies that work to calm and reset.

1 2 3 4 5

I can ask for accommodations (lighting, noise, breaks).

1 2 3 4 5

I know what helps me recover after a stressful moment.

1 2 3 4 5

I know how to communicate when I need space.

1 2 3 4 5

Daily Living & Technical Skills

Your specific career or workplace might require additional skills. You'll receive training on most tasks you'll be expected to complete, but consider the following:

- What will your morning or "before work" routine need to look like?
- Will you need to plan or arrange your own transportation?
- Will you need to prep, bring, set up, and clean up meals for during your shift?
- Will you be able to wear the uniform?
- Can you keep tools, your work space, and other things organized, clean, safe, and easy to find?

Interviewing

You've completed an application and/or submitted a resume. Now, the company wants to schedule an interview. There are so many unknowns, and everyone can feel anxious, question their skills and abilities, and feel like nothing they do can help them properly prepare.

First, watch a few YouTube videos of mock interviews. Notice how the person being interviewed sits with a confident strong posture, turns toward the interviewer, waits for the interviewer to ask their question, takes a moment to process the question quietly, then answers the question while staying on topic. It is great for interviewers to see the real you, not a masked version, but engaging in back-and-forth listening and responding helps you to avoid missing important information and helps you to best get your information across to others.

Practice with someone. First, use a script of interview questions online to interview them and see how they present themselves. Next, switch roles so they can interview you and give you feedback. Let them know if you would rather get feedback immediately or at the very end.

Accommodation Script Builder

Review how you respond to all of these sections so far. Where might you need additional support? For each section, on a separate piece of paper, answer the following. You can also have someone you trust help give you ideas.

SITUATION:

WHAT HELPS ME SUCCEED:

MY SCRIPT: "I do my best work when **[fill in with what helps you, like having quiet]**. Could we try **[fill in with a solution or support, like wearing headphones]** so I can be successful here?"

Next Steps & Setting Goals

Now that we know where you're strongest and where you may need to practice or need supports to thrive in a job, we can do the most fun part: think about and plan what our next steps should be!

Start with researching careers that may be interesting and a good fit for your skills. A vocational rehab service or temp agency may be able to provide assistance. Once you have narrowed down what you want to explore, search for these jobs on a job posting site like Indeed. Note locations, pay rates, and qualifications needed for the jobs that come up.

If you find you need additional qualifications, or you found several skill sections in this guide where you want to build skills and/or confidence in the skills you already have, look into services like ABA therapy, behavior coaching or consulting, local adult services, vocational rehab, temp agencies, and even local university and college career centers for guidance on how to reach these goals. Best of luck!

Tips & Tricks

- Some companies will have internships or links to additional training opportunities to help you get ready for a job with them. You can always reach out to their hiring teams expressing interest to see what they might be able to offer!



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