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PTE Transfer Workshops

Welcome!

Transfer Workshop for Micro and SME HR Leaders

Pathways to Employment

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4 November 2026 · 13:00–14:30 CET · Online via Zoom

Host: Andreas Karth Roald, Spir Oslo
Project coordinator, Pathways to Employment

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Before we start

Rename yourself

Please use your name and organisation in Zoom.

Microphones off

Keep your microphone muted during the presentations.

Questions in the chat

Write them any time. We will pick them up in the discussion at 14:00.

Screenshots

We take screenshots for documentation. Turn your camera off if you prefer not to appear.

Your feedback matters

A short evaluation questionnaire at the end.
Please stay for the last five minutes.

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Today’s programme

13:00	Welcome and introduction to PTE	Spir Oslo (Norway)
13:10	From research to action: what PTE learned about autism and employment	Proportional Message (Portugal)
13:25	What can SMEs learn from existing inclusive practices?	The Rural Hub (Ireland) + Kogui Hub (Spain)
13:35	The HR Leaders Compendium: practical tools for more inclusive workplaces	ASCAE Impresa Sociale (Italy)
14:00	From guidelines to practice: discussion with SMEs and HR leaders	Impact Hub Stockholm (Sweden)
14:20	Key takeaways and PTE resources	Spir Oslo
14:25	Evaluation and closing	ASCAE + Spir Oslo

Times are CET. Ireland and Portugal: one hour earlier.

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Pathways to Employment in brief

Supporting autistic young people in overcoming employment barriers.

An Erasmus+ cooperation partnership (KA220-YOU), January 2025 – December 2026, coordinated by Spir Oslo.

Our starting point: many young autistic people want to work and have skills employers need, but the road into work is full of barriers.

Employment inclusion is not only about preparing young people for work. It is also about preparing workplaces.

1 Understand the barriers

Research with young people, youth workers, employers and HR managers in six countries.

2 Build skills and bridges

Training for young people, plus tools for the people who support and employ them.

3 Make it last

Open resources that remain available after the project ends.

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Six partners, six countries

NORWAY

Spir Oslo

Coordinator · Youth worker handbook

PORTUGAL

Proportional Message

Research

IRELAND

The Rural Hub

Training programme

SPAIN

Kogui Hub

Online course (MOOC)

ITALY

ASCAE Impresa Sociale

HR Leaders Compendium

SWEDEN

Impact Hub Stockholm

Communication and dissemination

You will meet most of us today.

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What PTE has produced

PR1

PTE Research Report

Barriers and needs, seen by young people, youth workers, employers and HR managers.

PR2

PTE Training Programme

Six modules for young autistic people, from self-awareness to digital skills at work.

PR3

PTE MOOC

The training as an open, accessible online course.

PR4

Handbook for Youth Workers

Guidance for professionals who support young people on their way to work.

PR5

HR Leaders Compendium

Practical guidelines and four ready-to-use HR tools for SMEs.

Today's focus

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Why we are here today

Our research showed that many employers are open to inclusion, but unsure how to do it in practice.

Today is about the practical side: what you can change in recruitment, onboarding and everyday management.

We want to hear your experiences too. What works, what is difficult, and what is realistic in a small company?

1. **Evidence**
2. **Good examples**
3. **Practical tools**
4. **Your experience**

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PTE Transfer Workshops

From Research to Action:

What PTE learned about autism and employment

Through the lens of SMEs, employers and HR teams

WP2 – Research Knowledge Acquisition • Proportional Message

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01

Six countries. Multiple perspectives

6 Partner countries

45 SME/HR survey responses

12 SME/HR interviews

12 selected good practices

Also heard: autistic young people aged 18–29 and youth workers

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01

Openness does not automatically mean readiness

Willingness to include is often stronger than the systems available to support inclusion.

WHAT WE HEARD

Open to inclusion

Interest, positive attitudes and informal adjustments

WHAT IS OFTEN MISSING

Uncertain how to implement

Repeatable recruitment, onboarding and support processes

The practical challenge is to turn good intentions into consistent HR routines.

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03

The barriers follow the entire employee journey

Recruitment is a starting point, but retention depends on what happens after the contract.

1

ATTRACT

Job ads and role criteria can be unclear.

2

SELECT

Traditional interviews may miss job-relevant ability.

3

ONBOARD

Unwritten rules and vague expectations create stress.

4

RETAIN

Sensory overload and weak follow-up put retention at risk.

Key point: workplace inclusion is a process, not a single hiring decision.

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04

4 recurring challenges raised by employers

These themes were frequent in PTE's national SME/HR surveys and interviews.

01 Knowledge gap

Limited autism awareness and uncertainty about effective accommodations.

02 Time and resources

Smaller firms worry about staff capacity, cost and operational disruption.

03 Recruitment design

CV filters, conventional interviews and social expectations can distort assessment.

04 Workplace fit

Noise, ambiguity and misaligned expectations can make integration difficult.

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05

Employment readiness is not just the candidate's job

WHAT EMPLOYERS VALUE

- Role-specific and practical skills
- Clear communication and teamwork
- Reliability, organisation and autonomy

WHAT HR CAN ENABLE

- Clear task instructions and role expectations
- Mentoring, regular feedback and time to adjust
- Appropriate adaptations and supported learning

Capabilities differ between individuals; skills and supports should be assessed person by person.

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06

From ad hoc adjustments to a repeatable process

The research suggests that smaller employers need simple routines, not complicated programmes.

	REACTIVE APPROACH	STRUCTURED APPROACH
RECRUITMENT	We folllow strict interview formats.	**We adapt and offer flexible options.**
FIRST DAYS	The new employee figures out the culture.	**We make roles and expectations explicit.**
DAILY WORK	Different managers give different instructions.	**We document priorities and task routines.**
FEEDBACK	We speak up when something goes wrong.	**We schedule regular two-way check-ins.**

Change the process.
Be the opportunity.

01 **Make selection about job-relevant skills.**

02 **Make everyday expectations explicit.**

03 **Make support continuous, not one-off.**

Question for your team: which step in your current hiring journey would you redesign first?

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The Rural Hub

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Best Practice Example A

Comprehensive Employment Strategy

A cross-government policy addressing education, training, employment, and employer engagement. It introduced supported employment measures and public sector hiring targets.

Added value: a systemic, rights-based approach ensuring autism inclusion is integrated into mainstream labour policy.

Key Points

- **Set inclusive hiring goals**: SMEs can aim to recruit more autistic employees by using inclusive job advertisements, accessible interviews, and skills-based assessments.
- **Provide workplace suppor**t: Offer reasonable accommodations, such as flexible working arrangements, clear instructions, and a designated workplace mentor.
- **Build partnerships**: Collaborate with employment support services and autism organisations to access recruitment advice, training, and supported employment programmes.

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Best Practice Example B

Same Chance Toolkit (AsIAm & IrishJobs.ie)

A practical toolkit for SMEs that includes checklists, awareness training, and guidance on reasonable accommodations. Disseminated via a large employment platform, it reached a wide employer base.

Added value: makes inclusion accessible and actionable for smaller companies lacking HR expertise.

Key Points

- **Use practical checklists and training:** SMEs can use autism awareness resources to educate staff and managers on neurodiversity and inclusive workplace practices.
- **Make reasonable accommodations:** Provide options such as quiet workspaces, written instructions, predictable routines, and adjustments to interview processes based on individual needs.
- **Review and improve practices:** Regularly seek feedback from autistic employees, review recruitment and retention practices, and use the findings to make the workplace more inclusive.

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Best Practice Example C

Empleo con Apoyo

Spain's supported employment model (Royal Decree 870/2007) funds job coaches who accompany people with disabilities, including autistic young people, into ordinary companies: from job matching to on-the-job training and follow-up.

Added value: employers get specialised, publicly funded support inside the workplace, lowering the effort and risk of a first inclusive hire.

Key Points

- **Bring in a job coach from day one**: ask a local autism or supported employment organisation to help analyse the role, match the candidate and plan onboarding.
- **Structure the first weeks**: break tasks into clear steps with written or visual instructions and a predictable schedule, then fade support gradually.
- **Appoint a natural support**: name a colleague as go-to mentor, so support stays inside the team once the job coach steps back.

kogui HUB

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Best Practice Example D

Incorpora Programme

A Fundación "la Caixa" network where local job-integration specialists act as one contact point for companies, pre-selecting candidates from vulnerable groups (including people with disabilities) and supporting both sides after hiring.

Added value: a free recruitment and follow-up service that gives SMEs without an HR department a ready-made bridge to inclusive hiring.

Key Points

- **Use intermediation services**: partner with local job-integration networks to receive candidates pre-selected for the real needs of the role.
- **Adapt the selection process**: complement standard interviews with short work trials or practical tasks, and share questions in advance.
- **Keep the follow-up going**: agree regular check-ins with the employee and the support organisation to solve small issues before they grow.

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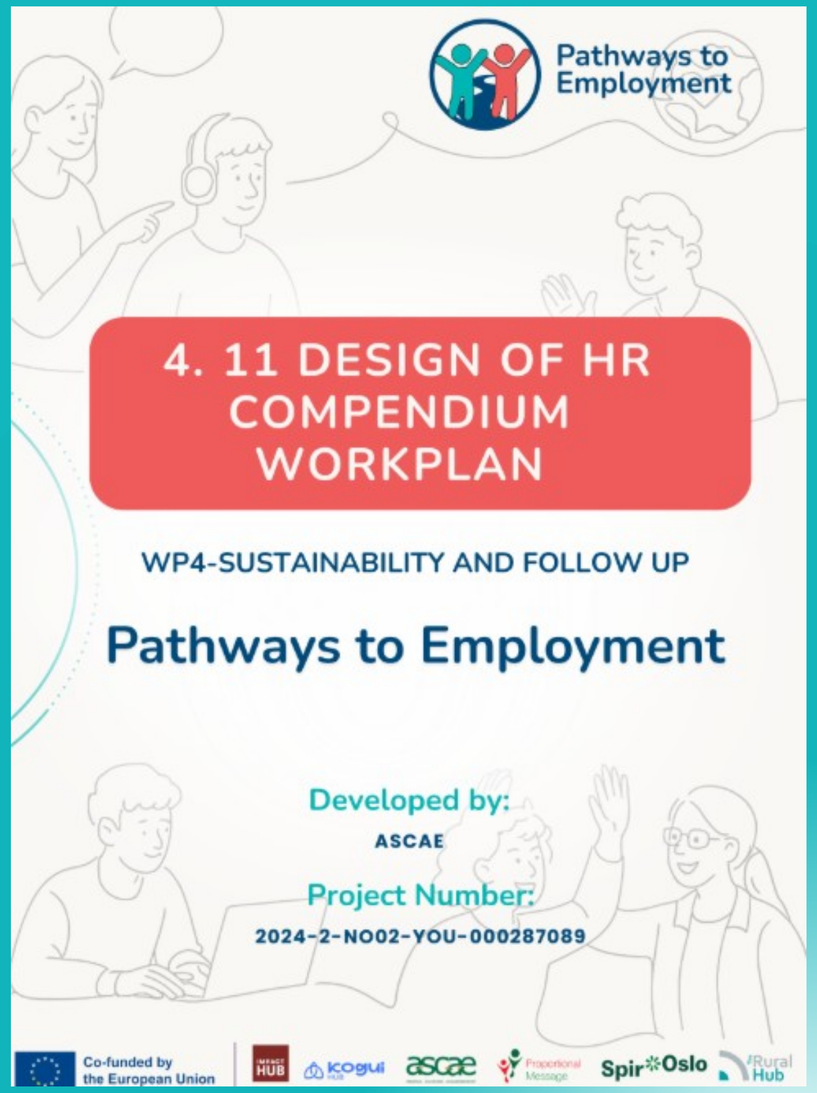
HR LEADERS COMPENDIUM



DEVELOPED BY

ascae
PEOPLE • CULTURE • ENVIRONMENT



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01

Practical guidance for inclusive recruitment and workplace integration

The HR Leaders Compendium is a practical guide developed by ASCAE within the Pathways to Employment (PTE) project to support the employment inclusion of young autistic people.

From awareness to practical action.



It brings together:

- Practical guidelines for inclusive HR practices
- Ready-to-use tools and templates
- Recommendations for recruitment, onboarding and workplace adaptation
- Strategies to create more accessible and supportive working environments

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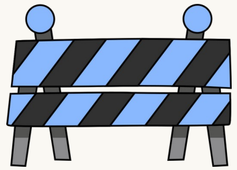
Why Was the HR Compendium Developed?

- The HR Compendium builds on the research phase of the PTE project, which explored the barriers faced by young autistic people in accessing and maintaining employment.
- By gathering perspectives from relevant stakeholders, including employers and HR professionals, the project identified challenges and areas where additional support is needed.
- The Compendium translates these research insights into practical guidance and tools that SMEs can apply in their everyday HR processes



RESEARCH & STAKEHOLDER INSIGHTS



IDENTIFIED BARRIERS & NEEDS



PRACTICAL HR SOLUTIONS

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03

What Did We Learn from the Research?

Key challenges identified:

- Employer awareness and support: The need for greater understanding, accessible recruitment and appropriate workplace adjustments.
- Workplace environments: Sensory demands, unexpected changes and insufficiently structured tasks can create additional difficulties.
- Communication and social interaction: Challenges related to unclear expectations, workplace relationships and group dynamics.
- Barriers to employment: Difficulties in accessing job opportunities and navigating recruitment processes.

Employment inclusion is not only about preparing young autistic people for work. It is also about preparing workplaces to welcome and support them.

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The *Problem* behind employment

Many young people with autism face challenges in teamwork and workplace integration:

Key Challenges Identified:

- Difficulty in social interaction and group dynamics
- Anxiety in new environments and with unfamiliar people
- Need for clear communication and structured tasks
- Struggles with stress management and emotional regulation

Voices from OUR participants

- “I feel like a weak person in front of others.”
- “In new places... I tend to close myself and not talk much.”
- “It takes very little for me to become stressed.”

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Voices from the interviews

Real Voices, real experiences

“They didn’t do things for me — they gave me the tools to do things on my own.”

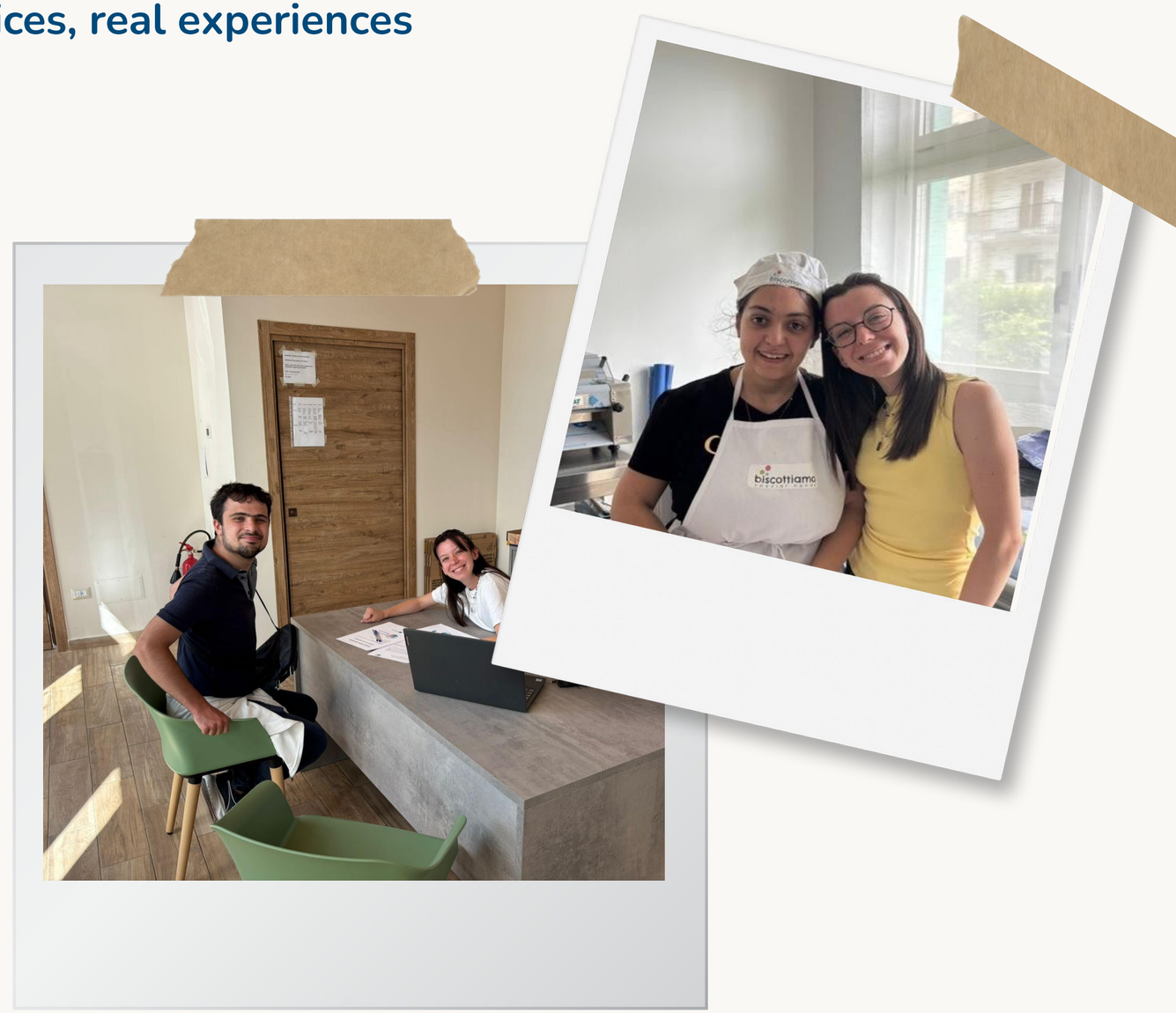
— Julian

“In new environments I can feel overwhelmed… I need time, clear instructions and to feel comfortable.”

— Maria Chiara

“Everything depends on the people you meet — understanding and support make the difference.”

— Simone



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Voices from the Interviews

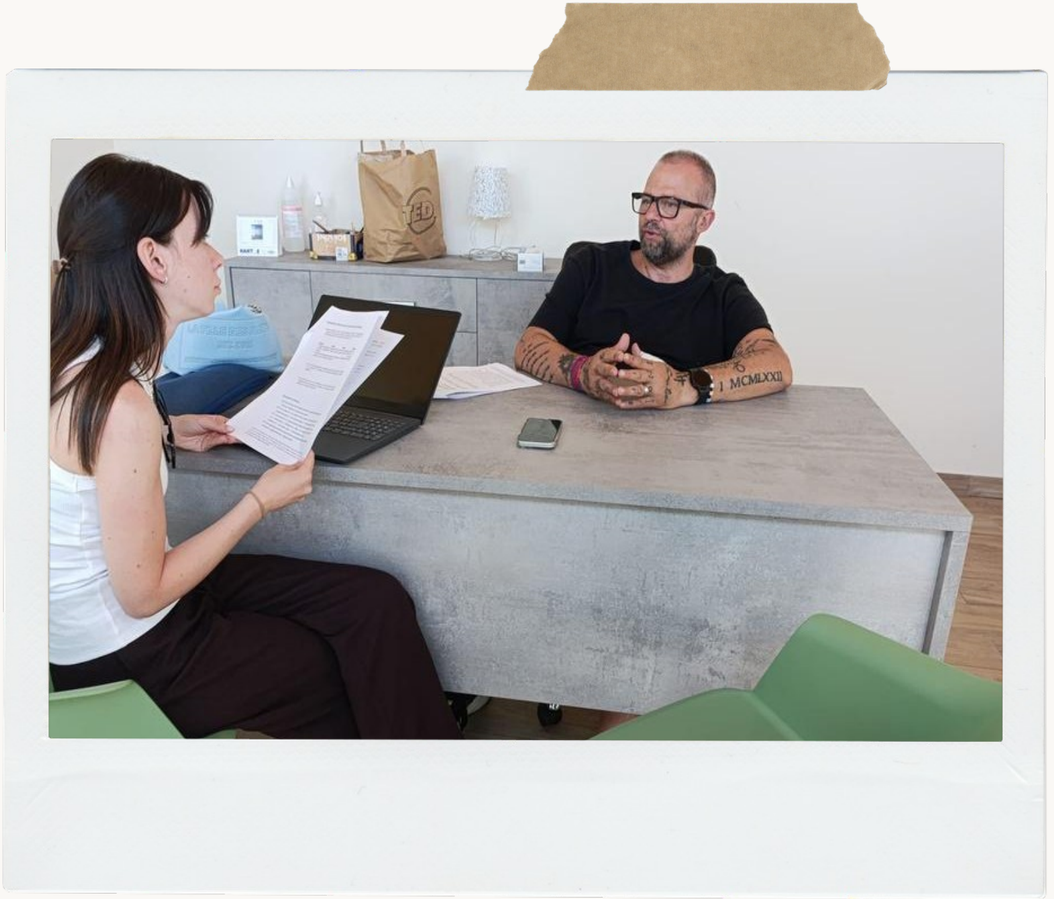
Real Voices, real experiences

“We should train employers more than the young people themselves.”

— *Vito (youth worker)*

“Communication is key: it’s not enough to know autism, you need to understand how each person communicates.”

— *Ida (youth worker)*



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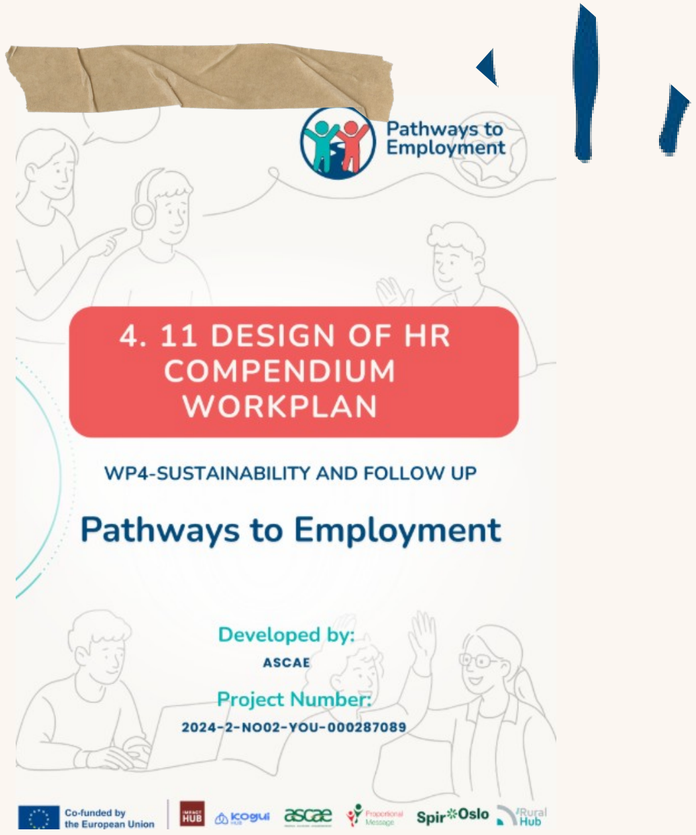
One of our solutions:

From Identified Needs to Practical Solutions





Voices from OUR participants

“I would like my boss to be calm… and explain clearly what to do.”

“A course on communication and personal relationships would help me a lot.”

“I imagine a course ‘without chairs’, more interactive, with many practical activities.”

Young autistic people need accessible opportunities, clear communication and supportive working environments.

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03

Who Is the Compendium For?

HR Managers & Professionals

Responsible for recruitment, selection and employee support.

SME Owners & Employers

Interested in developing inclusive employment practices.

Team Leaders & Supervisors

Managing daily activities, communication and workplace adjustments.

Inclusion & Support Professionals

Supporting organisations in creating accessible working environments.





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Inclusion in Practice: An Employer's Perspective

Real Voices, real experiences



“The biggest challenge is adapting workplaces that were not designed for these needs — but it is not impossible.”

“Some see disability as a problem — we see it as an opportunity.”

-Francesco – Employer, Assurd (inclusive restaurant employing young people with autism)

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04

What Does the Compendium Aim to Achieve?

01 – Make recruitment more inclusive

Support SMEs in developing accessible job advertisements, adapted interviews and fair selection procedures.

02 – Facilitate workplace integration

Provide guidance on structured onboarding, mentoring and reasonable workplace accommodations.

03 – Promote inclusive workplace cultures

Encourage clear communication, staff awareness and management practices that recognise individual differences.

04 – Support long-term employment inclusion

Equip HR professionals with practical tools to monitor employee wellbeing, evaluate HR actions and support sustainable employment.

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What's Inside the HR Compendium?

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TABLE OF CONTENTS

- EXECUTIVE SUMMARY
- UNDERSTANDING AUTISM IN THE WORKPLACE
- AREAS THAT MAY REQUIRE SUPPORT OR ADAPTATION
- HR TOOL 1 – INCLUSIVE JOB ADVERTISEMENT TEMPLATE
- CONDUCTING ACCESSIBLE INTERVIEWS
- HR TOOL 2 – EXAMPLE OF AN ACCESSIBLE INTERVIEW GUIDE
- PRACTICAL TIPS AND CHECKLISTS FOR HR
- INCLUSIVE HR MANAGEMENT & WORKPLACE ADAPTATION
- DAILY MANAGEMENT AND WELLBEING MONITORING
- HR TOOL 3 – EMPLOYEE WELLBEING & SUPPORT CHECK-IN FORM
- PRACTICAL TOOLS FOR HR AND MANAGERS
- MONITORING & EVALUATING HR ACTIONS
- HR TOOL 4– INCLUSIVE HR ACTION TRACKER
- CONCLUSIONS & RECOMMENDATIONS

THE COMPENDIUM COMBINES PRACTICAL GUIDANCE WITH FOUR READY-TO-USE HR TOOLS, COVERING THE EMPLOYMENT JOURNEY FROM RECRUITMENT TO LONG-TERM WORKPLACE INCLUSION.

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Making Recruitment More Inclusive

Why does it matter?

Traditional recruitment processes can unintentionally create barriers for autistic candidates. Vague job descriptions, unclear expectations and unpredictable selection procedures may prevent employers from recognising their actual skills and potential.

What does the Compendium recommend?

- Use clear and direct language
- Avoid vague expressions, unnecessary jargon and ambiguous descriptions.
- Focus on skills and responsibilities
- Clearly describe the tasks, essential competencies and expectations associated with the role.
- Make the recruitment process transparent
- Explain the selection stages, timelines and assessment methods in advance.
- Communicate your commitment to inclusion
- Let candidates know that reasonable adjustments and support can be requested.

Inclusive recruitment is not about lowering standards. It is about removing unnecessary barriers so candidates can demonstrate their abilities.

THE TOOL:

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06

Making Recruitment More Inclusive

HR Tool 1: Inclusive Job Advertisement Template



Writing inclusive job advertisements

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HR Tool 1 – Inclusive job advertisement template

POSITION INFORMATION

Job Title: _____
Department: _____
Location: _____
Working Arrangement:
□ On-site
□ Hybrid
□ Remote

Working Hours:
_____

ROLE OVERVIEW
Briefly describe the purpose of the role in clear and simple language: _____

MAIN RESPONSIBILITIES
List the key tasks using concrete and direct language: _____

Writing inclusive job advertisements

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ESSENTIAL SKILLS
List only the skills that are genuinely required for the role.
Technical Skills:
_____
Knowledge:
_____
Experience:
_____
Preferred Skills (Optional):
_____

WORKPLACE ACCESSIBILITY
Our organisation is committed to creating an inclusive recruitment process.
Please indicate which adjustments can be offered:
□ Interview questions available in advance
□ Flexible interview scheduling
□ Online interview option
□ Quiet interview environment
□ Additional time for practical assessments
□ Other accommodations upon request

DIVERSITY & INCLUSION STATEMENT
Example:
"We welcome applications from people with different experiences, backgrounds and ways of thinking. If you require any adjustments during the recruitment process, please let us know. We are committed to providing an accessible and inclusive selection process for all candidates."

What does the template include?
How can SMEs use it?

Employers can use the template when creating or reviewing job advertisements, ensuring that essential information is clear and candidates know what to expect and how to request adjustments.

INSTEAD OF:

"WE ARE LOOKING FOR A DYNAMIC TEAM PLAYER WITH EXCELLENT INTERPERSONAL SKILLS."

TRY:

"YOU WILL ORGANISE STOCK RECORDS, UPDATE INVENTORY DATA AND COORDINATE WITH TWO COLLEAGUES.

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07

Making Job Interviews More Accessible

Why does it matter?

Traditional interviews often rely on spontaneous communication, social interaction and the ability to respond quickly to unexpected questions. These factors may create unnecessary barriers for autistic candidates, without necessarily reflecting their professional abilities.

What does the Compendium recommend?

- Prepare candidates in advance
- Share information about the interview format, duration, participants and expectations.
- Use clear and structured questions
- Avoid ambiguous or overly abstract questions and allow sufficient time to respond.
- Create an accessible environment
- Reduce unnecessary sensory distractions and consider individual accommodation requests.
- Assess actual skills, not social impressions
- Focus on job-related competencies and consider practical tasks or structured assessments.

THE TOOL:

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07

Making Job Interviews More Accessible

HR Tool 2: Accessible Interview Guide

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HR Tool 2 – Example of an accessible interview guide:

Position:
Administrative Assistant

Interview duration: approximately 40–45 minutes

Interviewers:
- HR Manager
- Department Supervisor

Stage	Duration
Welcome and introduction	*10 min*
Questions about experience	*10 min*
Candidate questions	*5 min*
workplace tour	*10 min*
Explanation of next steps	*5 min*

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HR Tool 2 – Example of an accessible interview guide:

Interview Questions
1. Can you briefly introduce yourself and tell us about your previous work or study experience?

2. What type of work tasks do you enjoy the most?

3. Can you describe a task or project that you completed successfully? What was your role?

4. How do you usually organise your work when you have several tasks to complete?

5. If you receive instructions that are not completely clear, what would you normally do?

6. This role involves working with colleagues every day. What helps you communicate effectively with other people?

7. Is there anything that helps you perform at your best in a work environment?

What Happens Next?
We will review all interviews.
You will receive feedback **by (date).**

Notes for HR Professionals
Before sending this interview guide, remember to:
□ Send it at least **2–3 days before the interview**.
□ Explain the duration and structure of the interview.
□ Invite the candidate to request any reasonable adjustments if needed.

- **A Clear Interview Schedule**
- **A step-by-step agenda specifying the duration, interviewers and different stages of the meeting.**
- **Structured Interview Questions: seven example questions focusing on previous experiences, preferred tasks, work organisation, communication and support needs.**
- **Preparation & Follow-up**
- **Guidance on sharing the interview format 2–3 days in advance, offering adjustments and communicating when candidates can expect feedback.**

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08

Workplace Integration & Employee Wellbeing

Building an Inclusive and Supportive Workplace

Starting a new job can involve unfamiliar environments, routines and social expectations. Without appropriate support, these factors may create stress and difficulties for autistic employees, even when they have the skills required for the role.

What does the Compendium recommend?

- Structured Onboarding
- Provide clear instructions, defined responsibilities, predictable routines and gradual introduction to tasks.
- Clear Communication & Support
- Use direct communication, regular feedback and designated mentors or contact persons.
- Reasonable Workplace Adjustments
- Consider individual needs related to noise, lighting, workspace organisation, breaks and working arrangements.
- Employee Wellbeing & Ongoing Support
- Encourage regular check-ins to identify challenges, discuss needs and adapt support over time.

THE TOOL:

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08

Workplace Integration & Employee Wellbeing

HR Tool 3: Employee Wellbeing & Support Check-in Form



HR TOOL 3 – EMPLOYEE WELLBEING & SUPPORT CHECK-IN FORM

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PURPOSE:
THIS FORM IS DESIGNED TO SUPPORT REGULAR CONVERSATIONS BETWEEN MANAGERS AND EMPLOYEES, HELPING TO IDENTIFY CHALLENGES EARLY, REVIEW WORKPLACE ADJUSTMENTS AND PROMOTE A POSITIVE AND INCLUSIVE WORKING ENVIRONMENT.

EMPLOYEE INFORMATION
EMPLOYEE NAME: _____
POSITION: _____
DEPARTMENT: _____
MANAGER: _____
DATE OF CHECK-IN: _____

1. OVERALL WELLBEING
HOW HAVE YOU BEEN FEELING AT WORK OVER THE PAST FEW WEEKS?

2. WORKLOAD
DO YOU FEEL YOUR CURRENT WORKLOAD IS MANAGEABLE?
□ **YES**
□ **MOSTLY**
□ **NO**

3. COMMUNICATION
ARE THE INSTRUCTIONS AND EXPECTATIONS CLEAR?
□ **ALWAYS**
□ **USUALLY**
□ **SOMETIMES**
□ **RARELY**
COMMENTS:

HR TOOL 3 – EMPLOYEE WELLBEING & SUPPORT CHECK-IN FORM

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4. WORKPLACE ENVIRONMENT
ARE YOU COMFORTABLE WITH YOUR CURRENT WORK ENVIRONMENT?
CONSIDER ASPECTS SUCH AS:
□ NOISE
□ LIGHTING
□ WORKSPACE ORGANISATION
□ BREAKS
□ OTHER

5. WORKPLACE ADJUSTMENTS
ARE THE CURRENT WORKPLACE ADJUSTMENTS MEETING YOUR NEEDS?
□ YES
□ PARTIALLY
□ NO
ADDITIONAL ADJUSTMENTS REQUESTED:

6. TEAM RELATIONSHIPS
HOW ARE YOUR INTERACTIONS WITH COLLEAGUES?

NEXT REVIEW MEETING
DATE: _____
MANAGER SIGNATURE: _____
EMPLOYEE SIGNATURE: _____

What is it for?

The form helps managers identify difficulties early, review existing workplace adjustments and understand whether employees feel comfortable and supported in their daily activities.

What does the form cover?:

- Overall Wellbeing
- Workload
- Communication
- Work Environment
- Workplace Adjustments
- Team Relationships

How can SMEs use it?

Managers can use the form during regular one-to-one meetings to discuss the employee's experience, identify necessary adjustments and agree on follow-up actions.

09

Monitoring & Improving Inclusive HR Practices

Introducing inclusive recruitment practices or workplace adjustments is an important first step. However, their effectiveness needs to be reviewed over time to ensure that they continue to meet employees' needs and organisational objectives.

What does the Compendium recommend?

- Plan Concrete HR Actions
- Identify improvements needed in recruitment, onboarding, workplace accessibility and employee support.
- Assign Responsibilities & Deadlines
- Define who is responsible for implementing each action and when it should be completed.
- Monitor Progress & Effectiveness
- Review completed actions, collect feedback and identify challenges that still need attention.
- Review & Improve
- Update HR practices and support measures based on the results of regular evaluations.

Inclusive HR management is an ongoing commitment, not a one-time intervention.

THE TOOL:

09

Monitoring & Improving Inclusive HR Practices

HR Tool 4: Inclusive HR Action Tracker



HR Tool 4– Inclusive HR Action Tracker

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HR ACTION	STATUS	RESPONSIBLE PERSON	DEADLINE	NEXT REVIEW
Review job advertisements	□ Planned □ Ongoing □ Completed			
Adapt recruitment process	□ Planned □ Ongoing □ Completed			
Prepare onboarding plan	□ Planned □ Ongoing □ Completed			
Assign workplace mentor	□ Planned □ Ongoing □ Completed			
Implement workplace accommodations	□ Planned □ Ongoing □ Completed			
Schedule wellbeing check-ins	□ Planned □ Ongoing □ Completed			
Deliver staff awareness training	□ Planned □ Ongoing □ Completed			

What is it for?

The Inclusive HR Action Tracker helps organisations organise their inclusion activities, monitor implementation and identify priorities for improvement.

How does it work?

The HR Action Tracker should be regularly updated and reviewed, ideally every six months, to monitor the implementation of inclusive HR practices.

It helps SMEs identify which strategies have worked, which have been less effective and where further improvements are needed.

By recording achievements, challenges and next steps, organisations can continuously adapt their approaches to better support employees and strengthen workplace inclusion.

Inclusion is an ongoing process of learning, evaluating and improving.

A Resource for lasting inclusion

https://pathwaystoemployment.eu/resources

The HR Leaders Compendium is available on the PTE project platform, allowing HR professionals, employers and SMEs to access its guidance and tools beyond the project's lifetime.

Designed for Continued Use: The four practical HR tools can be reused and adapted to different organisational needs, supporting continuous improvement in inclusive workplace practices.

Explore the HR Leaders Compendium:

Scan the QR code to access the resource on the PTE platform and start putting inclusive HR practices into action. The project's lasting impact depends on turning its resources into everyday practices.

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HR LEADERS COMPENDIUM

THANKS FOR YOUR ATTENTION!

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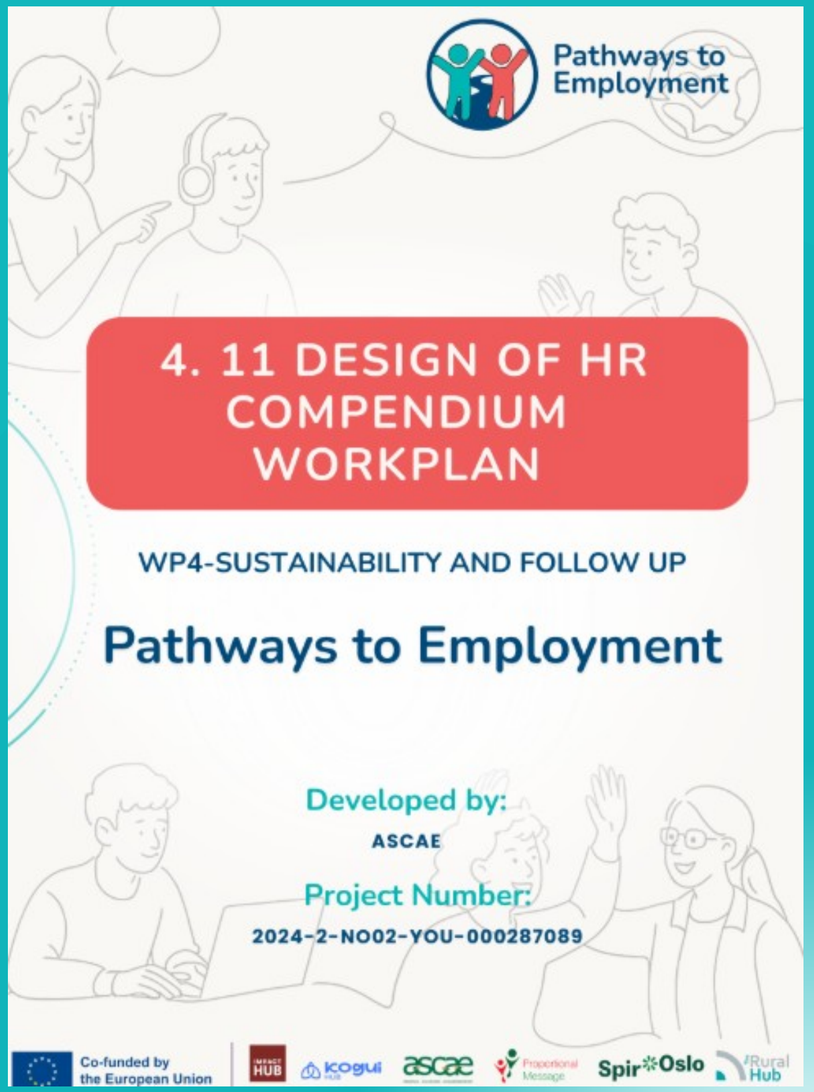

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WEBINAR FOR HR & SME LEADERS

Meet Sofia Stigendal

HR, inclusion and change expert



Formerly at Arbetsgivarverket, host of Here We Go Again and HRnytt columnist.

Nov 4 | 13:00 CET | Online via Zoom

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01

Putting the HR Compendium into practice

We’d love to start with a short interview with a Swedish HR practitioner, exploring questions such as:

CHALLENGES

What challenges do HR teams and companies face when trying to create more inclusive workplaces?

ADAPTATIONS

What kinds of workplace adaptations are realistic and feasible from an employer’s perspective?

WHAT WORKS

What inclusive practices are already working well, and what could be improved?

💬 **Afterwards, we’ll open the discussion for brief Q&A.**

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Key takeaways

01

Recruit for the job, not the interview

Clear job ads, interviews prepared in advance, and practical tasks that show real skills.

02

Make the unwritten rules written

Structured onboarding, clear instructions and one named contact person.

03

Keep following up

Regular check-ins and reviews. You don’t have to do it alone: job coaches and local services can help.

Small changes in everyday HR routines, not big programmes. Which step will you change first?

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Find and share the resources

pathwaystoemployment.eu/resources

HR Leaders Compendium

Guidelines and four HR tools: inclusive job ad template, accessible interview guide, wellbeing check-in form, inclusive HR action tracker.

PTE Research Report

The evidence behind the tools.

Training programme and MOOC

For young autistic people and the people who support them.

Handbook for Youth Workers

For professionals supporting young people into work.

Free to use and adapt. Please share them with colleagues, managers and your professional network.

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Your feedback, please

Scan the QR code or use the link in the chat.

It only takes a few minutes.

Your answers help us improve the HR Leaders Compendium and report the results of the project.

Thank you!

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PTE Transfer Workshops

Thank you for joining us!

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