

# **JOB-READINESS WORKBOOK**

A Comprehensive Guide for Young Adults with Autism

For Therapists, Teachers & Caregivers

**Evolving Therapy & Wellness**

Helping children grow into who they're meant to be

## How to Use This Workbook

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This interactive workbook is designed for professionals (occupational therapists, teachers, career counselors, or caregivers) working with young adults on the autism spectrum who are preparing for employment.

### Structure of This Workbook:

- Section 1: Client Profile & Strengths Assessment
- Section 2: Job Exploration & Job Match Assessment
- Section 3: Job Search Strategy & Application Guide
- Section 4: Interview Preparation & Scripts
- Section 5: Sensory Considerations During Employment
- Section 6: Follow-Up & Job Coaching Resources

### How to Implement:

- Work through sections sequentially with your client over 4-6 weeks
- Adapt language and depth based on your client's communication level
- Use as a printable resource or digital fillable document
- Facilitate discussion; record client's responses directly in the workbook
- Keep workbook as reference material throughout job search process

# SECTION 1: Client Profile & Assessment

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## 1.1 Client Information

Client Name:	
Date of Birth / Age:	
Facilitator Name:	
Date Started:	

## 1.2 Strengths & Abilities Inventory

Instructions: Check the boxes that describe your client's strengths. Be specific and observation-based.

### Work-Related Strengths:

<input type="checkbox"/>	Detail-oriented, notices small mistakes
<input type="checkbox"/>	Follows rules and instructions carefully
<input type="checkbox"/>	Organized and likes things in order
<input type="checkbox"/>	Can focus on one task for a long time
<input type="checkbox"/>	Works well independently, minimal supervision needed
<input type="checkbox"/>	Good with technology or computers
<input type="checkbox"/>	Reliable and shows up on time
<input type="checkbox"/>	Asks for help when unclear about instructions
<input type="checkbox"/>	Stays calm when things change unexpectedly
<input type="checkbox"/>	Has a special interest they know a lot about

### Additional Strengths (Describe):

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### Top 3 Strengths to Build On in Job Search:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 1.3 Interests & Preferences

What activities, topics, or work does your client enjoy or show interest in?

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### 1.4 Sensory & Environmental Considerations

Identify key sensory needs or environmental preferences early:

#### Sensory Sensitivities:

Hearing sensitivity: \_\_\_\_\_

Visual sensitivity: \_\_\_\_\_

Touch/texture sensitivity: \_\_\_\_\_

Movement/balance concerns: \_\_\_\_\_

#### Preferred Work Environment:

- Quiet, minimal distractions
- Remote/work from home
- Independent work preferred
- Structured, predictable routine
- Needs frequent breaks
- Needs fidget/movement opportunities

## SECTION 2: Job Exploration & Job Matching

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### 2.1 Job Categories Overview

Review these job categories with your client. Identify 3-5 that align with their strengths and interests.

	Job Category	Examples
<input type="checkbox"/>	Technology & Computer Work	Data entry, coding, IT support
<input type="checkbox"/>	Detail & Organization	Filing, inventory, bookkeeping
<input type="checkbox"/>	Structured Routine Work	Stocking, cleaning, warehouse
<input type="checkbox"/>	Creative & Hands-On	Design, photography, crafts
<input type="checkbox"/>	Retail/Specialty Store	Gaming store, pet store clerk
<input type="checkbox"/>	Remote Work (Best Option)	Virtual assistant, content writing

### 2.2 Job Match Assessment

For the top 3 job categories selected above, rate the fit for your client:

Job Type	Good Fit?	Why/Why Not	Priority
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

### 2.3 Job Search Parameters

Based on the assessment above, define parameters for the job search:

Preferred job type(s):

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Must-have features (remote, quiet, independent work, etc.):

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Nice-to-have features:

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Avoid (what doesn't work for this client):

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