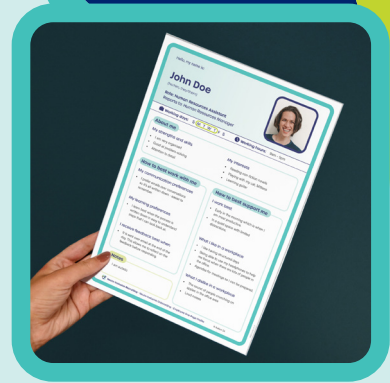# Employee One Page Profiles

Help managers and teams better support each other, building a neuro-inclusive workplace.

How to use a Employee One Page Profile

One-page profiles can help managers and teams better understand how to support each other, fostering a more inclusive and supportive workplace.

Hello, my name is:

John Doe
(he/him, they/them)

Role: Human Resources Assistant
Reports to: Human Resources Manager

Working days: S M T W T F S   **Working hours:** 9am - 5pm

About me

My strengths and skills
- I am very organised
- Good at problem-solving
- Attention to detail

My interests
- Reading non-fiction novels
- Playing with my cat, Mittens
- Learning guitar

How to best work with me

My communication preferences
- I prefer emails over conversations so it's all written down - easier to remember.

My learning preferences
- I learn best when the process is written down in easy to understand steps that I can look back at.

I receive feedback best when
- It is sent over email at the end of the day. This allows me to reflect on the feedback before responding.

Notes
- I am autistic

How to best support me

I work best
- Early in the morning which is when I am most productive.
- In a quiet space with limited distractions.

What I like in a workplace
- I like having structured days
- Being able to use my headphones to help me focus when there are lots of people in the office.
- Agendas for meetings so I can be prepared.

What I dislike in a workplace
- The sound of people crunching on apples in the office area
- Loud noises

Neuro-inclusive Recruiting - Neuro-inclusive Onboarding - Employee One Page Profile   © Autism SA

NREOPTemplate_V1_25

Use this example to help employees fill in their own profile.

Learn more
To learn more about how to create and maintain neuro-inclusive workplaces, scan the QR code or visit **neuroinclusiverecruiting.org.au**

Images used in this temaplate have been sourced from Unsplash - https://unsplash.com/

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