# POTENTIA STARS

Training, Recruitment and Support



### Candidate Journey

- 1. Join the ND talent community
  - a. We will keep your resume on file for when a proper position opens up to suit your skill-set. Enjoy curated resources, written by NDs for NDs, receive invitations to relevant events and webinars and connect with community.
- 2. Apply directly to an existing position

#### Matching with a Potential Job

Potentia will review the candidate's experiences, skills and interests to determine your fit for open job roles. For candidates which are a match, Potentia will reach out to you for further conversation and provide any advice around resume building (i.e., ensure you've accurately represented all of your capabilities!) Potentia will send a curated list of qualified job applicants to the partner for review.

#### Navigating the Selection Process

Each role will have a selection process that aims to reduce bias and uncover the candidate's true aptitude for the relevant required job skills. The process is designed to be ND friendly, but accommodations can be requested if needed.

#### **Empowerment Workshop**

New hires will further connect with Potentia and Peers pre-employment through an ND led engaging workshop which is aimed to empower self-advocation, highlight ND strengths calm anxieties, combat imposter syndrome, provide self-care tips and allow for peer perspective sharing to build community.

## Connect with Potentia

## Determine if the Partner is a Good Fit for the Potentia Approach

Discuss organizational goals, objectives, scope, measurables and expectations. Ensure resources are available for program success (i.e., internal supports are strong).

### **Ensure Value Alignment**

In determining whether the selected roles will be in currently supportive environments, Potentia measures team work climate & culture (i.e., supervisor & coworker support, psychological safety and role clarity are some of the many constructs measured).

### Education & Training

To challenge stereotypes an incorrect assumptions about the ND community, employees and managers take part in neurodivergent-led experiential workshops, where they learn how to employ the social model of disability through the strengths-lens.

### Workshops & Consulting

Workshops and consulting are provided around:

- Writing inclusive job descriptions
- Initiative communication strategies for internal and external audiences
- Inclusive Management
- Inclusive Mentorship
- Becoming an ND Fluent Coworker
- Building Inclusive Selection Systems
- Structured Onboarding (first 90 days)

#### Hiring

Potentia and Hiring
Managers work together
to screen Potentia
recommended
candidates. This process
will include jobappropriate evaluation of
required skills and abilities
and de-emphasizes the
importance of interviews
alone.

## MELCOME



### First Day

New Hires will be warmly greeted by the circle of support and will collaborate on routines, accommodations and communication styles.

### **Building Strong Relationships**

You and your circle of support will meet weekly
1:1 and will openly listen and collaborate with
you on ensuring your environment is supportive

### Ongoing Education & Support

Your circle of support and Potentia community will be available to you and your company for further education and support.

### Education & Advancement

Employers are committed to creating growth and advancement opportunities for Potentia hires.





### Appreciation

We appreciate the Neurodiverse mind and view differences through a lens of strength and capability. We believe Neurodivergent brains are essential in making teams and organizations stronger. NDs provide perspectives that many Neurotypicals have trouble accessing. Not being limited to linear thinking allows us to see beyond the traditional approaches to work and provide substantial value. This can only be uncovered in an environment that supports an open exchange of ideas and information.

### Acceptance

We ensure acceptance through measuring and improving work environments via unique, practical, and tangible learning experiences for managers, mentors and team members. Our trainings and workshops are Neurodiverseled and include open, honest dialogue, comparing Neurodivergent to Neurotypical perceptions and expectations. This facilitates empathy and better understanding for all involved. We employ the social model for disability and difference as we believe employers should meet their employees halfway, and practice person-centered management practices for all employees.

# Our Philosophy: The 4 A's

### Accommodations

We understand that navigating a workplace as a neurodiverse employee can often seem exhausting. Disabled employees, as traditionally defined, are entitled under law to ask for reasonable accommodations. These accommodations can have a major positive impact on not only work-life, but the ability to attend to personal life, as well. Potentia has helped companies and ND individuals to demystify the concept and create a process where accommodation requests are supported. Included in the candidate journey to employment is an empowerment training, where we discuss how to self-advocate and work to select/write out the accommodations which will support each individual's productivity and well-being at work.

### Autonomy and Advancement

Potentia's mission lies in increasing neurodiverse candidates access to careers that offer competitive salaries, benefits, and opportunities for growth, advancement and financial independence. Potentia will provide continued employee and employer support to endeavor towards employee autonomy. This autonomy will allow employees the flexibility to make independent work decisions where appropriate and to organize their work environments to support their needs while using their skills to further organizational goals. Neurodiverse employees should continue to solicit feedback and guidance from trusted managers, mentors and peers, just as neurotypical employees do. Value-aligned employers ensure employees have a clear understanding of the various career paths available to them, and how they might progress over time.