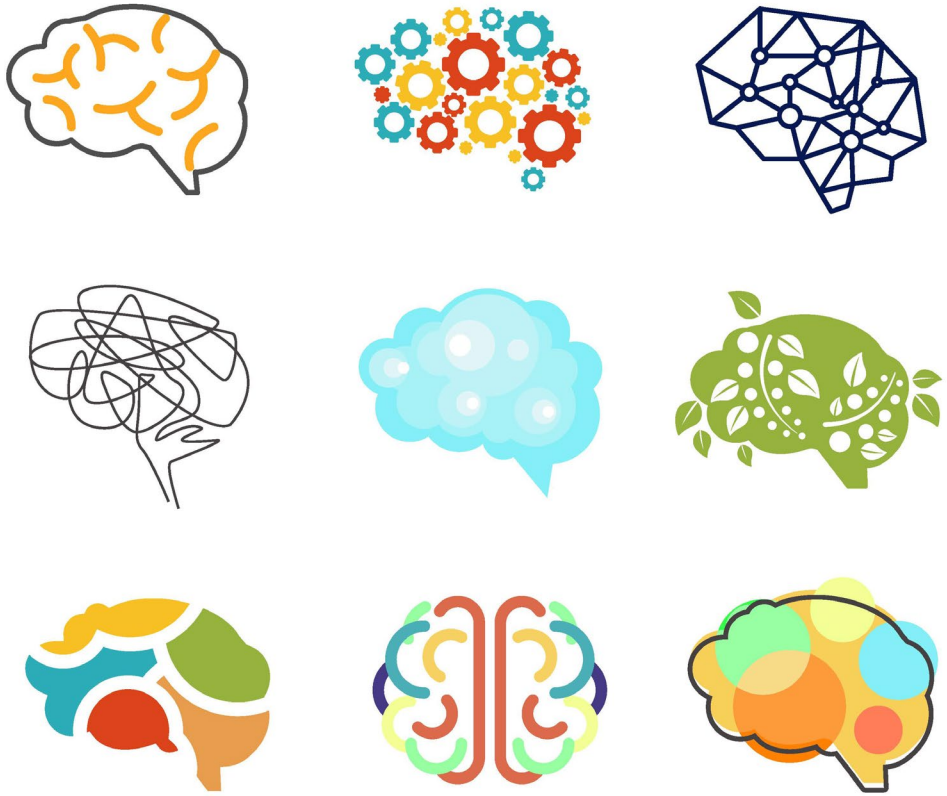
Employment Readiness for Competitive Integrated Employment



April 2021

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Introductions

Nicole Seaward, MS

Director of Research and Senior Inclusion Consultant
Grit & Flow

Jessica Lee

Executive Director and Co-Founder
NeuroTalent Works

Disclaimer: This presentation reflects the views and opinions of the trainers based on interpretation of research and experience in related fields. This does not guarantee employment.

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Agenda

I. Getting to Know You

II. Work Readiness

III. The Hiring Process

IV. Self-Advocacy

V. Next Steps & Resources

Thank you for being here today!

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Getting to know you
The Career Journey

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1 Career Discovery

- What job is the right fit for me?
- What jobs should I apply to?

2 Job Search

- Where do I find a job?
- How do I find a job?
- How do I narrow my job search?

3 Job Applications

- Why am I not getting a response to my applications?
- How do I make myself more marketable?

4 Job Interviews

- Why am I not getting any jobs that I interview for?
- How do I prepare for an interview?
- How can I improve my interview and networking skills?

5 Hiring and Onboarding

- Should I disclose about my disability? If so, how do I do so?
- How do I ask for accommodations?
- What do I need to do to do well in my job?

6 Career Growth

- How do I advance my career?
- What skills do I need to build to advance in my job?

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Work Readiness

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Unrealistic Expectations

- Start by working with self-image
- Must possess a real understanding of the nature of strengths and challenges
- Next work to assess competencies goals
- Skill development and goal setting can follow naturally
- Identify supportive environments

(Chen & Chan, 2014, p. 279-280)

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What do you do?

- Expose them to their preferred job/career and environment
- Highlight the skills, knowledge, and abilities required to do the job
- Use yourself as an example
- Highlight the path towards achieving their career goals
- Goals can change, be open to the possibility of other occupations
- Lay out educational paths and degrees needed
- Don’t turn away from career goals that require education
- Before education expose them to the career
- Help them find non-work activities to channel their interest
- Provide as much information as possible

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Focus on Job Matching

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Clients need employment that is both challenging and personally rewarding

Job matching is finding a job environment and description that suits:

- Interests
- Support needs
- Personality
- Skills

Job matching impacts:

- Job performance
- Turnover intentions
- Engagement
- Financial outcomes
- Reduces boredom & anxiety
- Maximizes effort and enjoyment
- Increases job satisfaction

Anyone can work, provided they are in a job that's a good match

(Lindstrom, Kahn, & Lindsey, 2013; Lorenz & Heinitz, 2014, p. 1; One-Stop Resource Manual, n.d)

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Focus on Job Matching

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grit & flow

It's important to consider the following when determining job match:

- What environments does the individual enjoy?
- In what environments have they succeeded?
- What social skills do they bring to the work environment?
- In what environments would their personality & social skills be considered an asset?
    - For example, a customer service director would value a friendly, outgoing applicant; a quiet person might be better off doing clerical work.
- What types of work environments should be avoided?

(Lindstrom, Kahn, & Lindsey, 2013; One-Stop Resource Manual, n.d)

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What skills do successful job seekers have?

Concrete set of skills needed for job stability, retention, & financial independence:

- Problem solving
- Goal setting
- Time management
- Prioritization
- Effective relationships with peers and supervisors
- Ability to adapt to new and/or changing work environments
- Proactive
- Goal-oriented
- Aware of their own disability
- Coping and self-advocacy
- Ability to persist in difficult situations

(Lindstrom, Kahn, & Lindsey, 2013, p. 4-5)

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Skills Most Desired by Employers

- Professionalism/Work Ethic
- Oral and Written Communications
- Teamwork/Collaboration
- Critical Thinking/Problem Solving
- Ethics/Social Responsibility

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Ways to develop skills

- Non-paid vocational education
- Education/training
  - Leads to increased opportunity for finding employment and achieving greater levels of financial independence
- Internships (paid or unpaid)
- Service learning
- Apprenticeship
- Informational interviews
- Job tours
- Job shadowing
- Volunteer work
- Temporary work assignments
- Situational assessments

(Lindstrom, Kahn, & Lindsey, 2013; One-Stop Resource Manual, n.d, p.177-178)

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O*NET Career Assessment and Exploration Tools

- Interest Profiler
  A self-assessment career exploration tool, where participants identify and learn about broad interest areas most relevant to their-related interests.

- Work Importance Locator
  A self-assessment career exploration tool which helps clarify what an individual finds most important in jobs.

- Ability Profiler
  An ability assessment developed for counseling and career exploration which measure nine job-relevant abilities.

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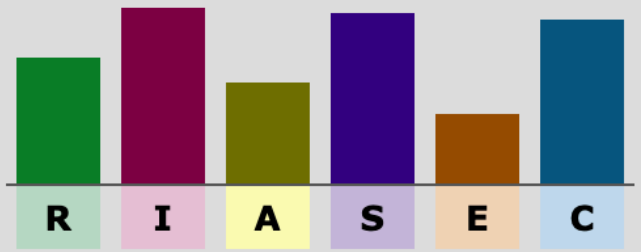
O*NET Interest Profiler



Realistic	20
Investigative	**28**
Artistic	16
Social	**27**
Enterprising	11
Conventional	**26**

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional

Print

Back | Start | Interests | Results | Job Zones | Careers | Next

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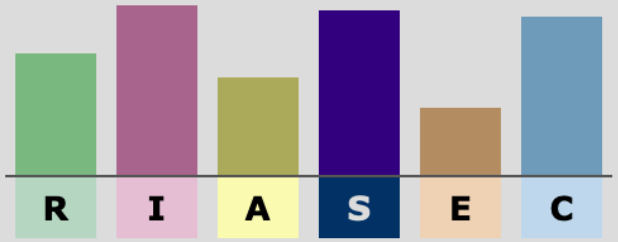
O*NET Interest Profiler



Realistic	20
Investigative	**28**
Artistic	16
Social	**27**
Enterprising	11
Conventional	**26**

Social

People with **Social** interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information.

They like:

- Teaching
- Giving advice
- Helping and being of service to people

Print

Close

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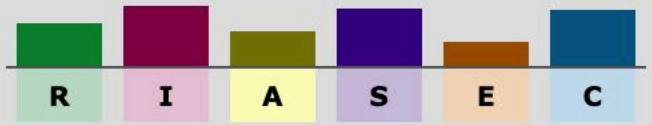
O*NET Interest Profiler



Click to change your Job Zone:

1 **2** 3 4 5

Job Zone Two
some job preparation

Careers that fit your interests and preparation level:

- Helpers--Installation, Maintenance, & Repair Workers
- Medical Equipment Preparers
- Metal-Refining Furnace Operators & Tenders
- Orderlies
- Personal Care Aides
- Psychiatric Aides
- Veterinary Assistants & Laboratory Animal Caretakers

Click on a career to learn what they do.

Print

Back | Start | Interests | Results | Job Zones | Careers | Find More Careers

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O*NET

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PERSONALITY

People interested in this work like activities that include **creating, designing,** and making your own rules.

They do well at jobs that need:

- **Attention to Detail**
- **Integrity**
- **Adaptability/Flexibility**
- **Cooperation**
- **Dependability**
- **Stress Tolerance**

TECHNOLOGY

You might use software like this on the job:

Word processing software

- Google Docs
- Microsoft Word

Web page creation and editing software

- Adobe Systems Adobe Dreamweaver
- Social media sites

Graphics or photo imaging software

- Adobe Systems Adobe Illustrator
- Adobe Systems Adobe Photoshop

EDUCATION

bachelor's degree or **master's degree**
usually needed

Get started on your career:

Find Training | Find Certifications | APPRENTICESHIP.GOV

JOB OUTLOOK

Below Average

New job opportunities are **less likely** in the future.

SALARY: **$61,370**

$32,620 — $122,280

Check out my state | Local Salary Info | Find Jobs

EXPLORE MORE

- Advertising & Promotions Managers
- Art Directors
- Commercial & Industrial Designers
- Fashion Designers
- Talent Directors

You might like a career in one of these industries:

- Media & Communication

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O*NET

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MY NEXT MOVE

o·net in·it

HOME SEARCH INDUSTRIES INTERESTS

Print Share

Editors

Also called: Editor, News Editor, Newspaper Copy Editor, Sports Editor

Watch Career Video

What they do:
Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.

On the job, you would:
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Verify facts, dates, and statistics, using standard reference sources.
- Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication.

KNOWLEDGE

Arts and Humanities
- English language

Communications
- multimedia

Business
- management
- administrative services

Education and Training
- teaching and course design

SKILLS

Basic Skills
- reading work related information
- writing things for co-workers or customers

Problem Solving
- noticing a problem and figuring out the best way to solve it

ABILITIES

Verbal
- read and understand what is written
- communicate by writing

Ideas and Logic
- come up with lots of ideas
- group things in different ways

Roadmap to work: Steppingstones to getting a job

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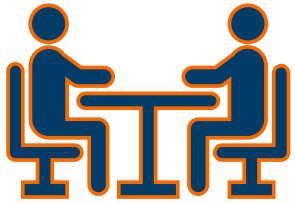
Discover your interests

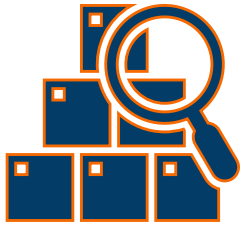
Know your strengths

Develop your skills

Create your resume



Schedule informational interviews



Conduct a job search,
Practice for the interview,
Get the job!

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Engaging in the Hiring Process

What we observe and hear from HR Recruiters & Hiring Managers

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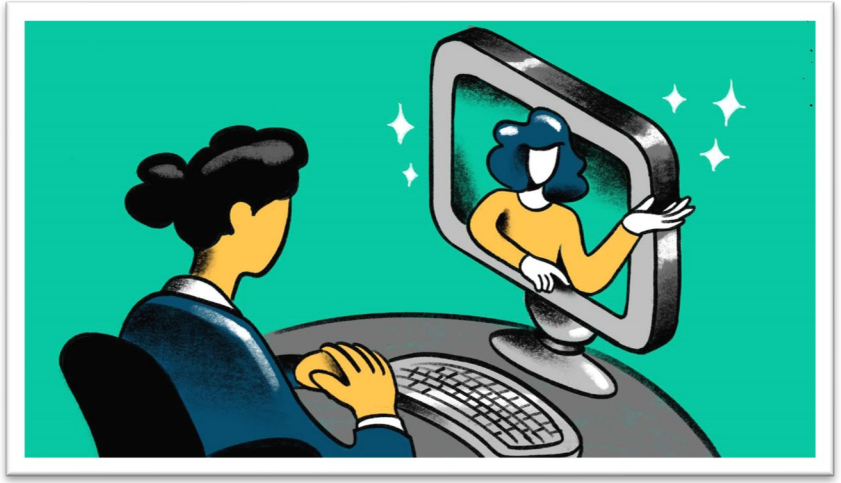
Business Professionalism

- **Business Professional Emails and Interactions**
  - When you are emailing with HR recruiters or hiring teams like ours, we notice and gauge your business professional demeanor and writing skills– especially because email is a standard communication tool in the workplace
  - Phone calls: Proper etiquette answering the phone
    - If you're anxious, pause and take a breath
    - Be dressed professionally – it changes how you speak over the phone
  - Virtual calls: Be prepared for a video call
    - Test the technology in advance of the call
    - Sit at a table or desk with a clean background



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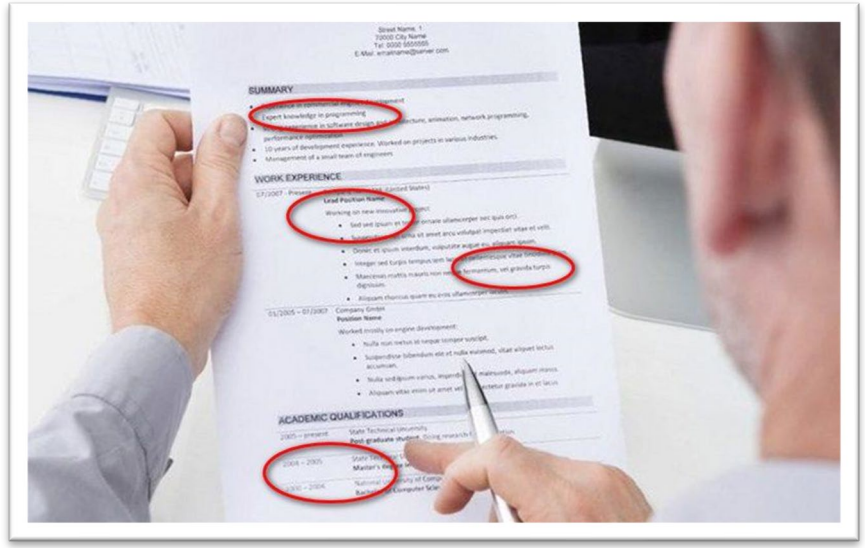
Resume Tips

- **Your resume objective statement matters:** make it specific to the job and company you are applying for
  - Be mindful of context. Example: Your resume says you want a managerial role but you are applying to an entry-level position

- **Impact-driven writing**
  - Use power verbs
  - Share what impact you made. Example:
    - "Generated weekly reports for the project manager"
    - Better: "Generated weekly cost forecasting reports to ensure the project was completed within the set budget"
  - Highlight your strengths and the skills you demonstrated



- **Create and strategically utilize your LinkedIn profile**
  - Use key words
  - Upload a profile photo and a banner photo
  - Seek endorsements of your skills
  - Create a powerful "About" section
  - Look at other professionals' profiles as examples

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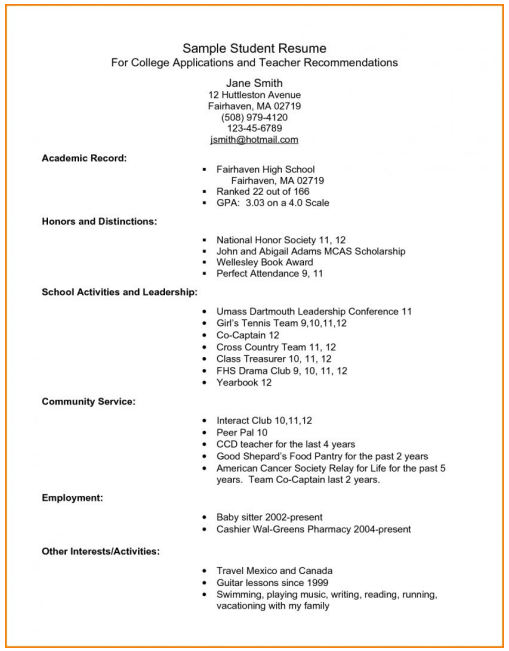
Resume: Look and Feel



Sample Student Resume
For College Applications and Teacher Recommendations

Jane Smith
12 Huttleston Avenue
Fairhaven, MA 02719
(508) 979-4120
123-45-6789
jsmith@hotmail.com

Academic Record:
- Fairhaven High School
  Fairhaven, MA 02719
- Ranked 22 out of 166
- GPA: 3.03 on a 4.0 Scale

Honors and Distinctions:
- National Honor Society 11, 12
- John and Abigail Adams MCAS Scholarship
- Wellesley Book Award
- Perfect Attendance 9, 11

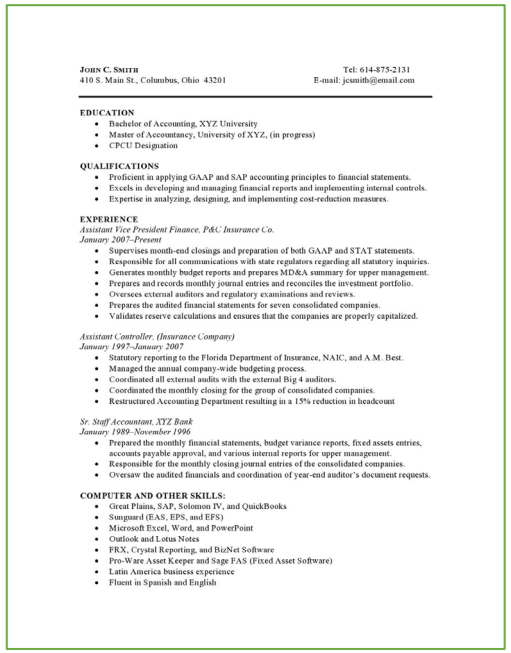
School Activities and Leadership:
- Umass Dartmouth Leadership Conference 11
- Girl's Tennis Team 9,10,11,12
- Co-Captain 12
- Cross Country Team 11, 12
- Class Treasurer 10, 11, 12
- FHS Drama Club 9, 10, 11, 12
- Yearbook 12

Community Service:
- Interact Club 10,11,12
- Peer Pal 10
- CCD teacher for the last 4 years
- Good Shepard's Food Pantry for the past 2 years
- American Cancer Society Relay for Life for the past 5 years. Team Co-Captain last 2 years.

Employment:
- Baby sitter 2002-present
- Cashier Wal-Greens Pharmacy 2004-present

Other Interests/Activities:
- Travel Mexico and Canada
- Guitar lessons since 1999
- Swimming, playing music, writing, reading, running, vacationing with my family

Lacks enough details



JOHN C. SMITH
410 S. Main St., Columbus, Ohio 43201
Tel: 614-875-2131
E-mail: jcsmith@email.com

EDUCATION
- Bachelor of Accounting, XYZ University
- Master of Accountancy, University of XYZ, (in progress)
- CPCU Designation

QUALIFICATIONS
- Proficient in applying GAAP and SAP accounting principles to financial statements.
- Excels in developing and managing financial reports and implementing internal controls.
- Expertise in analyzing, designing, and implementing cost-reduction measures.

EXPERIENCE
Assistant Vice President Finance, P&C Insurance Co.
January 2007–Present
- Supervises month-end closings and preparation of both GAAP and STAT statements.
- Responsible for all communications with state regulators regarding all statutory inquiries.
- Generates monthly budget reports and prepares MD&A summary for upper management.
- Prepares and records monthly journal entries and reconciles the investment portfolio.
- Oversees external auditors and regulatory examinations and reviews.
- Prepares the audited financial statements for seven consolidated companies.
- Validates reserve calculations and ensures that the companies are properly capitalized.

Assistant Controller, (Insurance Company)
January 1997–January 2007
- Statutory reporting to the Florida Department of Insurance, NAIC, and A.M. Best.
- Managed the annual company-wide budgeting process.
- Coordinated all external audits with the external Big 4 auditors.
- Coordinated the monthly closing for the group of consolidated companies.
- Restructured Accounting Department resulting in a 15% reduction in headcount

Sr. Staff Accountant, XYZ Bank
January 1989–November 1996
- Prepared the monthly financial statements, budget variance reports, fixed assets entries, accounts payable approval, and various internal reports for upper management.
- Responsible for the monthly closing journal entries of the consolidated companies.
- Oversaw the audited financials and coordination of year-end auditor's document requests.

COMPUTER AND OTHER SKILLS:
- Great Plains, SAP, Solomon IV, and QuickBooks
- Sungard (EAS, EPS, and EFS)
- Microsoft Excel, Word, and PowerPoint
- Outlook and Lotus Notes
- FRX, Crystal Reporting, and BizNet Software
- Pro-Ware Asset Keeper and Sage FAS (Fixed Asset Software)
- Latin America business experience
- Fluent in Spanish and English

Strong content
Impact-focused writing

DERRICK CRABTREE

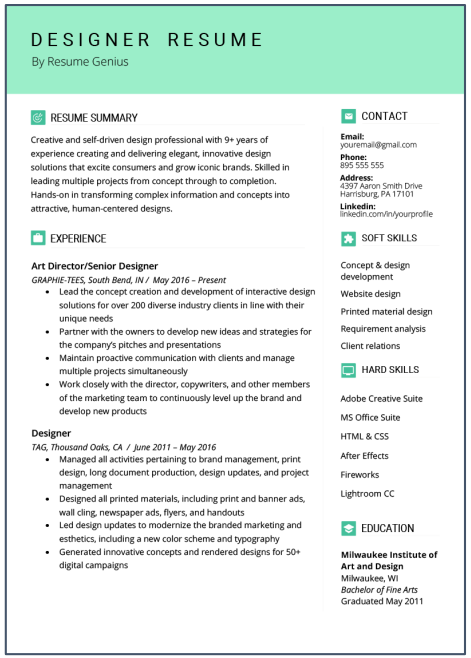
Summary

Highlights

Experience

Education

Distinguished Look & Feel
Strong content
Impact-focused writing
Key attributes of the job



DESIGNER RESUME
By Resume Genius

RESUME SUMMARY

Creative and self-driven design professional with 9+ years of experience creating and delivering elegant, innovative design solutions that excite consumers and grow iconic brands. Skilled in leading multiple projects from concept through to completion. Hands-on in transforming complex information and concepts into attractive, human-centered designs.

EXPERIENCE

Art Director/Senior Designer
GRAPHIE-TEES, South Bend, IN / May 2016 – Present
- Lead the concept creation and development of interactive design solutions for over 200 diverse industry clients in line with their unique needs
- Partner with the owners to develop new ideas and strategies for the company's pitches and presentations
- Maintain proactive communication with clients and manage multiple projects simultaneously
- Work closely with the director, copywriters, and other members of the marketing team to continuously level up the brand and develop new products

Designer
TAG, Thousand Oaks, CA / June 2011 – May 2016
- Managed all activities pertaining to brand management, print design, long document production, design updates, and project management
- Designed all printed materials, including print and banner ads, wall cling, newspaper ads, flyers, and handouts
- Led design updates to modernize the branded marketing and esthetics, including a new color scheme and typography
- Generated innovative concepts and rendered designs for 50+ digital campaigns

CONTACT

Email: youremail@gmail.com
Phone: 895 555 555
Address: 4397 Aaron Smith Drive Harrisburg, PA 17101
LinkedIn: linkedin.com/in/yourprofile

SOFT SKILLS

Concept & design development
Website design
Printed material design
Requirement analysis
Client relations

HARD SKILLS

Adobe Creative Suite
MS Office Suite
HTML & CSS
After Effects
Fireworks
Lightroom CC

EDUCATION

Milwaukee Institute of Art and Design
Milwaukee, WI
Bachelor of Fine Arts
Graduated May 2011

Tools to use:
- Canva
- EnhanCV
- Microsoft Word Templates

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What to Expect in an Interview

- Interview format
  - Interview invitation and preparation
  - 1x1, panel interview, test(s), skills assessments

- Expectation of self-promotion
  - Practice
  - Professional language
  - Transferable strengths and skills
  - Job description

- Conversational flow
  - Be mindful: Answering the specific question
  - Time management

- Work Environment
  - Office
  - Virtual

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Most common interview questions

1. Tell me about yourself
2. Why do you want to work at this company?
3. What are your strengths?
4. What are your weaknesses?
5. How do you handle pressure and stress?
6. What motivates you?
7. How do you work in a team?
8. Do you have any questions?

Tip: Record yourself practicing your answers

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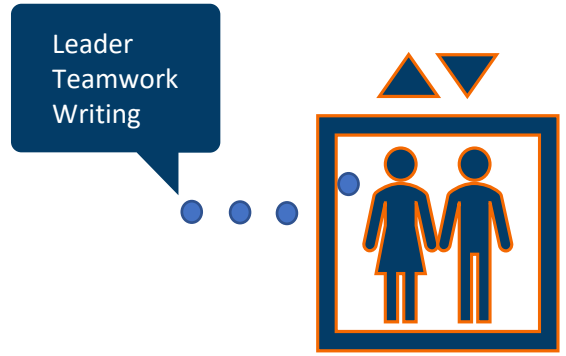
Elevator Pitch

Create an elevator pitch that tells the interviewer about several of your strengths.



Have the elevator pitch convey:

- How your strengths help to qualify you for the job
- What strengths relate to the job you are interviewing for
- How you will use your strengths on the job

- The elevator pitch is a great way to think about how to apply one's strengths in different ways at a specific job
- Practice your pitch
- Remember, it isn't enough to identify strengths, you must exercise them to experience their benefit
- Find ways to practice your strengths in daily activities
  - Example: Pick one strength a week to focus on and incorporate it in a wide variety of scenarios

(Jennings, 2017)

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Interview Tips

- **Demonstrate that you researched and have a general understanding of the company and industry of the job** (culture, product, services, etc.)
  - Why do you want to work at this company?
  - What interests you specifically about this job?
  - Say that you read the website and/or how you conducted research
  - Ask informed questions

- **Mention that you read and understand the job description** – affirm your understanding of it
  - "I noticed in the job description that organization and prioritization are important parts of the job. In the past, my Manager mentioned…"
  - "It sounds like X is very important for this job… I have done X and Y and am eager to learn more"

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Interview Tips

- **Be prepared for behavioral questions** ("Tell me about a time when…")
  - Brainstorm and write down a few stories from your work, school and/or volunteer experiences that can be used for these types of questions
    - Examples when you demonstrated leadership or skills required for the job
    - Examples of when you overcame challenges – describe decision-making and solutions

- **Addressing career gaps**
  - Share what skills you are/were developing during that time
  - Other experience that may be professional and relevant that demonstrate your skills
    - Ex. Moderator of Wikipedia

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Interview Tips

- **Speak to the strengths you bring**
  - Connect your past experiences and skills gained to the exact qualifications the employer is seeking
  - Stand confidently in your strengths
  - Many interviews are designed around key competencies

- **Know your worth and market value**
  - Be prepared for a question: “What are your salary expectations?”
  - Conduct market research for comparable job roles, companies in the industry and location

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Interview Tips

- **Always have at least 3 questions prepared for your interviewer**
  - Pro tip: Tailor your question to the interviewer – What would they be best positioned to answer, and looking for in a candidate?

- At the end of the interview: Ask for your interviewer(s) business card or contact information and **write a thank you email** to each interviewer
  - Share why you enjoyed interviewing with them and/or what you learned or enjoyed about them or the company *(Be specific)*
  - Briefly restate what you hope to contribute to the company (reiterate a strength related to the job)
  - Send it within 1-2 days of the interview

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“If you can't fly then run,
if you can't run then walk,
if you can't walk then crawl,
but whatever you do
you have to keep moving forward.”

— Martin Luther King Jr.

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Self-Advocacy

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What receives attention or focus becomes what the individual strives for and eventually becomes a reality

(Stoerkel, 2020)

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Photo by Lindsay Henwood on Unsplash

Develop Agency

- Provide opportunities for disabled individuals to develop agency, which may have been limited
- Build up autonomy and self-regulation incrementally
- Provide frequent constructive feedback to help individuals learn how to critically reflect

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Disclosure and ADA

- Knowledge of the American with Disabilities Act (ADA) as a part of a comprehensive transition plan
- Needed for informed decisions regarding rights; when & how to self-disclose; methods of disclosure
- Rights under the ADA; responsibilities under the law
  - Employers expect this from employees
- Disclosure needed for reasonable accommodations under the ADA
- Not using needed accommodations may present a barrier to equal employment

(Madaus, Gerber, & Price, 2008)

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Next Steps and Resources

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NeuroTalent Works Intake Process

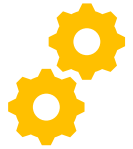
How to connect with us

Complete our online intake form and submit your resume

Build your business professional skills and attend our training

Coming soon!

Match to a job with one of our corporate partners



Access additional resources to help find a job and grow your career

- Webinar on interviews
- Autism@Work Companies

Visit our website:https://www.neurotalentworks.org/what-we-do/talent-readiness/

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Resources to share

Webinar: Breaking Down the Interview
- Location: Our website and our YouTube channel

The Muse
- Great articles, tips and templates for the hiring process (resume, cover letter, interviews, etc.)

Self-Advocacy
- ASAN Autistic Self-Advocacy Network
- Autistic Influencer & Advocate: Neurodivergent Rebel

Job Accommodations Network (JAN)
- Navigating interview and job accommodations
- Call and speak to a consultant

YouTube
- Hunter Hansen – The Life Autistic
- Simon Sinek – Start with Why
- Virgin Media Pioneers– The Networker: The Elevator Pitch

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Resources to share

Other organizations building neurodiversity hiring programs with employers:

- Neurodiversity in the Workplace (ARC Philadelphia)
- NEXT for Autism
- Integrate Advisors
- Specialisterne USA
- Stanford Neurodiversity Project
- Daivergent
- Zavikon

- **Employment Readiness Programs**
  - Neurodiversity Pathways
  - EvoLibri
  - UCLA PEERS for Careers
  - Evolve TranZitions
  - National Foundation for Autism Research (NFAR)
  - College Internship Program

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Questions?

Thank you!