

# Inclusive Interview Checklist

## Developing the position description

- Identify the essential requirements and core competencies of the job.
- Identify a suitable contact person who can respond to questions about the requirements of the job.
- Ensure job description and supporting information is available in alternative formats.
- Inclusive statement on job posting.

## Interviewing candidates

- Accessible interview location.
- Identify interview format.
- Ask all applicants if they require an accommodation for the interview.
- Interviewers are aware of appropriate interview practices and any adjustments that have been requested.
- Flexibility on dates/times/length of the interview.
- Inform candidates on the interview format (i.e., panel interview, test, group interview). Consider supplying interview questions in advance.
- Interview Questions
  - Clear language.
  - Ask skill-based questions, situational questions or behavioural-based questions.
  - Ask one question at a time. Provide ample time to respond.
  - Ask all applicants the same questions. Ask applicants to expand on their answers if applicable.
  - Use a pre-determined ranking system for each response.
  - Take notes during the interview so that you can review your comments and assess the responses later, instead of relying on your memory.
- Assure any skills assessment tests are accessible (i.e., computerized tests are accessible via screen readers).
- Provide accommodations during the interview, including allow support persons to attend the interview; assigning a staff member to help interviewees with disabilities (i.e., filling out forms).

## Making the Selection Decision

- Assess each candidate against the essential requirements of the job and use the same ranking system for each candidate.