

Planning an Inclusive Interview

Pre-planning

- Include a statement in the job posting that accommodations for the interview process are available upon request.
- Develop an interview script for contacting successful applicants that is welcoming to candidates with disabilities.
- Identify what skills and abilities are required for the job from your job description.
- Develop a list of questions, based on the job description, that reduce unintentional bias.
- Write out the ideal responses and attach a score to each answer.
- Select an accessible interview location. Consider location, physical accessibility, transportation options, lighting, and ambient noise.

Interview Format

- Select your interview format, based on the skills and abilities you are seeking. Avoid interviews that can disadvantage people with disabilities. A panel interview (more than one interviewer), with a diverse range of interviewers, reduces unintentional bias.

Avoid:

- Telephone interviews that emphasize spoken language and verbal skills. People who have a stutter, anxiety disorders or difficulty with speech will be at a disadvantage.
- Time-reliant tests that may disadvantage people who require more time to complete tasks, or have anxiety issues, but are able to still do the job.
- Be open to transferable skills instead of traditional minimum experience or educational requirements.
- Be open to candidates with a disability bringing a support person to the interview.

During the Interview

- Ask for information in a way that does not unintentionally work against people with disabilities.
- Score all answers consistently, using the interview guide. Take notes to refer to later.