



FACILITATING ACCESSIBLE JOB INTERVIEWS

Interviews can be a stress inducing experience for many - making sure they are done in the most inclusive way possible can help reduce this stress and allow people to show up as the best versions of themselves.

WHEN FACILITATING AN INTERVIEW CONSIDER THE FOLLOWING:



Standardize Interview Questions for the Role

Asking each interviewee the same questions can help remove bias, and make it easier to compare and evaluate candidates.



Provide Interview Questions Ahead of Time

Having time to review questions and prepare responses can help ease anxiety, and allow individuals to communicate their points more effectively.

This can also be helpful for individuals whose first language is not English.



Offer Accommodations

Offering accommodations for interviews ensures that all candidates have the opportunity to show their skills and qualifications effectively.

Consider the following:

- Offer virtual and/or in person interviews.
- Allow an option of written responses instead of verbal.
- Consider the physical accessibility of the interview space (ex. are there wheelchair ramps or automatic doors?).
- Offer opportunities for breaks, especially during longer interviews.
- Allow support persons (ex. an interpreter or care aid) to attend the interview, if needed.



Let Candidates Know Who Will be Interviewing Them

Let candidates know details about the interview panel ahead of time, such as:

- How many people will be conducting the interview.
- The names of the interviewers.
- The positions/titles of the interviewers.



Have a Diverse Panel of Interviewers

Having a panel of interviewers with different perspectives, experiences, and perspectives can help to reduce groupthink and bias in the interview process.

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