

# Inclusive Interviewing Quick Checklist

*Create a welcoming, accessible, and respectful  
interview experience for all candidates.*



## Before the Interview

- Ask candidates if they require any accommodations for the interview.
- Offer multiple interview formats (in-person, video, phone).
- Confirm that the interview location is physically accessible (e.g., entrances, washrooms).
- Share interview questions ahead of time, if possible.
- Train all interview panel members on disability etiquette and inclusive practices.
- Allow extra time for the interview if accommodations are needed.
- Confirm if assisted technology, interpreters, or captioning are needed.



## During the Interview

- Start with introductions, say your name and role clearly.
- Speak directly to the candidate (not to support workers or interpreters).
- Face the candidate when speaking; avoid covering your mouth.
- Be patient, allow extra time for responses without interrupting.
- Focus on skills and abilities – not on disability or appearance.
- Clarify if you do not understand something, ask respectfully for repetition or rephrasing.
- Avoid asking about the disability itself; focus on job-related qualifications only.
- If offering assessments, confirm if alternative formats are needed (e.g., extended time, verbal instead of written).

## After the Interview

- Thank the candidate for their time and effort.
- Offer to answer any final questions.
- Provide a clear timeline for next steps in the hiring process.

