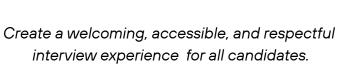
## Inclusive Interviewing Quick Checklist





## **Before the Interview**

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





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



During the Interview



Provide a clear timeline for next steps in the hiring process.