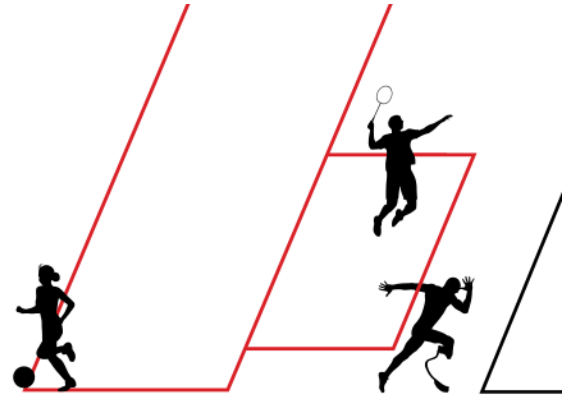


Inclusive Interview Checklist



Conducting an unbiased interview ensures fairness, inclusivity and equal opportunities for all candidates. Removing bias benefits employers and job seekers alike. As an employer, you have the power to create a positive and equitable experience for candidates, fostering excitement about a potential future with your organization.

Getting started: Review job descriptions

Job postings play an important role in recruiting talent and often provide the first impression of a company's culture. Take care to include:

- Accessible and inclusive language (choose simple, concise and understandable wording for people who grew up without English or French as their first language and for neurodiverse individuals, and use gender-neutral word choices)
- Accessible forms, fonts, font sizes, colours and contrasts (consider applicants who may use assistive technologies or live with visual impairments)
- Specific qualifications that may be less common or accessible for more marginalized communities (for example, expensive certifications, restricted to locally available qualifications)
- Level of communication skills required (how this is assessed and what this implies for diverse applicants)

Advertise the job

- Share job ads with community partners
- Conduct outreach recruitment
- Accept resumes and applications in multiple formats (mail, email, online application)
- Communicate about available adaptations and how to access them
- Advertise for a minimum of 3 weeks

Prepare for the assessment

- Identify the selection criteria
- Set the pre-screening criteria
- Determine which criteria will be assessed in the interview and throughout the testing
- Develop interview questions (including tests to assess the candidate's diversity competencies)
- Develop the marking guides (include the questions, the ideal responses, and the maximum score for each question)
- Develop an overall scoring sheet

- Gather the interview panel and ensure to include people from equity-deserving backgrounds and communities (including your external partners)
- Prepare the interview panel members

Pre-screen the applicants

- Assess each applicant against the pre-screening criteria to identify who to invite for an interview
- Conduct pre-screening interviews to further narrow down who will be interviewed
- Invite those shortlisted to the interview, asking if they require any accommodation for the interview or test

Assess candidates

- Prepare interview panel members to ensure a bias-free interview
- Conduct the interviews, recording each candidate's responses to the questions
- Appropriate open and close each interview
- Score candidate's responses to each question
- Review all interviewer scores and develop the overall score for each candidate
- Administer the test to each candidate under the same conditions, leaving flexibility for any needed adaptation. Mark each test using the marking guide
- Include the test scores in the candidate's overall score to calculate the final score
- Identify the top candidates
- Apply a diversity lens (as appropriate) to make the hiring decision

Conduct the background check (as appropriate)

- Check references
- Verify credentials

Make the job offer

- Negotiate compensation package and start date
- Prepare the written job offer
- Provide feedback to unsuccessful candidates

Start the new employee off right!

- Develop and use your onboarding plan