

## Tips on Accommodations and Accessible Interviewing

With respect to employment, the duty to accommodate can extend to accommodations during the interview process. Selection Committees should design the interview process to be as accessible as possible and aim to anticipate potential requests for accommodation to create a more inclusive experience for all candidates. Here are some recommended tips for conducting an accessible interview:

- ✓ When you invite a candidate for an interview include the following:
  - Meeting time and location in writing.
  - Map of the campus and parking information.
  - Invitation to let you know of any necessary accommodation in advance, so that you can make the appropriate arrangements. Plan ahead of time to ensure accessibility needs are met.
  - Names of the selection committee members.
- ✓ Book an interview location that is well lit, spacious and close to accessible washrooms in a building with accessible entrances and elevators. The location should be easy to navigate to (ideally on the first floor) and should have visual fire alarms. The building should also be close to parking or transit.
- ✓ Provide the candidate with clear and detailed directions to the interview location, preferably in writing in advance.
- ✓ If you plan to use pre-employment testing as part of the interview process, seek verification that it does not impose a barrier for someone with a disability and ensure the test(s) can be delivered in an alternate or accessible format. Contact your Employee & Labour Relations Advisor for guidance on using any testing as part of the selection process.
- ✓ In the interview:
  - Have a pitcher or bottle of water available to offer the candidates.
  - Prepare tent card name tags for each of the selection committee members.
  - Have a copy of the interview questions available to provide to the candidate. Have large print copies of the interview questions available. Some candidates may be better able to process the question if they have it available visually in front of them. This copy should not include the criteria on which you are evaluating, nor the probing questions you may/may not ask. The copy should remain in the interview room once the candidate leaves.
- ✓ Keep in mind that one of the biggest barriers to overcome is the stereotypes and misconceptions that influence attitudes towards individuals with disabilities.

Accessibility kits (including magnifiers) are also available for hiring managers to use should an accommodation need present itself. For more information on these kits and/or accessible interviewing, contact Human Resources Services, the Employment Equity Specialist, or the Equity and Inclusion Office.