

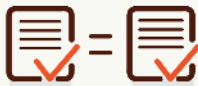
HOW TO: INCLUSIVE INTERVIEWING

Traditional job interviews have a tendency to unintentionally marginalize certain groups of individuals over others. Additionally, our own unconscious biases directly affect and shape the standards and expectations we have for the interview process. Here are a few tips for a more inclusive hiring practice:



STANDARDIZE THE INTERVIEW PROCESS:

Ensure all interviews have the same structure and are asking the same questions to each candidate.



AVOID CULTURALLY BIASED QUESTIONS:

Questions such as "What motivates you" are unrelated to whether the candidate has the skills to perform essential functions of the job, and the way one judges responses to such questions are likely to be based on personal values which are different cross-culturally.



USE A SCORING SYSTEM FOR ASSESSMENT:

In order to objectively gauge how well the candidate is suited for the position, using a rubric that focusses on the candidate's skills for the job is highly recommended.



BE MINDFUL OF UNCONSCIOUS BIASES:

Since our biases are an inevitable part of our brains, it can be hard to always catch them. One way to be mindful of this is by ensuring you have a diverse interviewer's panel.



DIFFERENTIATE BETWEEN CULTURAL FIT AND VALUES FIT:

A culture fit is often ambiguous and does not speak to the candidate's skill set in relation to the job. A values fit is more explicit, as it shows how, through the job, a candidate will uphold the goals and values of the projects and the company.



interviews and stressful for all of us, and especially so for a co-op student who is newer to navigating the world of work. The points above are a short, non-exhaustive list on conducting inclusive interviews, and these simple tweaks can really elevate the probability of hiring more diverse candidates in an equitable way.

Adapted from:

Accessible Employers. (n.d.). Inclusive Interview Checklist. Long, R. (n.d.). Inclusive Interviewing Best Practices. Rosen, P. (n.d.). 8 Inclusive ways to rethink your interview strategy for people with disabilities. University at Buffalo. (n.d.). How to Hire Faculty: Inclusive Interviewing Best Practices. Young, F. (n.d.). 7 must-dos for inclusive interviews.

Accessibility for Ontarians with Disabilities Act (2018). How to Make the Hiring Process Accessible. Accessible Employers. (n.d.). DiscoverAbility Interview Questions. Cherty Village. (2014). Bias-Free Hiring: Interview Questions Not To Ask. Get In The Know (n.d.). Interviewing and Assessing.

Turner Consulting Group Inc. (n.d.). Bias-Free Hiring: Quick reference Guide. Harvard Business Review. (2017). 7 Practical Ways to Reduce Bias in Your Hiring Process. Get In The Know. (n.d.). Interviewing and Assessing. BC + RMA. (n.d.). Tool 4: Testing Performance and Skills Key Job Criteria - Interview Stage.