

## **5.3 Inclusive Interviews**



Employers are allowed to ask questions about an applicant's ability to perform specific job functions.

### **What are employers allowed to do?**

Ask all interview candidates the same job-related questions, and score their responses using an interview question scoring grid (which you can easily find on the Internet).

Ask questions that focus on "how" the applicant will apply their skills to perform job tasks (as opposed to asking whether they "can" do the job).

Ask questions that focus on "how" applicants would handle a particular situation.

### **What should employers be mindful of?**

Interviewers should not ask any questions that would require an employee to directly or indirectly disclose a disability unless the question is related to a bona fide occupational requirement.

Interviewers should check their own personal and cultural assumptions about body language and other non-verbal communication.

For example:

- If someone has a weak handshake because of a disability, might you be sub-consciously influenced by the fact that in Western culture, it is normally valued to have a strong handshake?
- If someone is not able to make a direct eye contact because of a visual impairment, might you perceive them differently since in our Western culture, eye contact is considered important?

#### **Sources:**

<sup>1</sup>Canadian Council on Rehabilitation and Work (CCRW).

<sup>2</sup>Rugsaken, K. (2006). *Body speaks: Body language around the world*. Retrieved from NACADA Clearinghouse of Academic Advising Resources website <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/body-speaks.aspx>.

**Disclaimer:**

*Hire for Talent has made every effort to use the most respectful words possible while writing these materials. We realize, however, that the most appropriate terminology may change over time. We developed these materials with the intent to respect the dignity and inherent rights of all individuals.*