



Interview Checklist

Ask yourself these questions before each interview. This is an easy way to test if you are providing an inclusive interview experience. All of these will enhance the interview experience for people with disabilities and help you hire inclusively.

- I have multiple time slots available to accommodate candidates
- I have prepared clear instructions on how to arrive for the interview
- I have informed the candidate of the interview format (group, panel, test)
- I have asked if the candidate requires an accommodation
- I have prepared alternate forms of testing for candidates
- I have removed discriminatory language from my interview questions
- I have a second interviewer attending and have assigned questions for them
- I have had someone else review the questions for bias
- I have a process of providing feedback to unsuccessful candidates
- My skills assessment test is accessible (if applicable)
- I am prepared to take notes

 [Adapted from: Inclusive Interview Checklist – AccessibleEmployers](#)