Innovation in Recruiting: The Working Interview

What Is a Working Interview?

A working interview provides an opportunity for a potential employee to perform job tasks in order to prove his or her job skills to a potential employer.

This demonstration of the candidate’s capabilities allows the employer to assess the candidate’s skills based on his or her ability to complete tasks in accordance with the employer’s requirements.

The working interview is part of a carefully planned process, and can last anywhere from one to four hours, depending on the number of tasks that are being assessed.

Conditions for a Successful Work Interview:

• Complete details of the working interview are fully explained to the candidate.

• The candidate is provided with a site orientation prior to the interview.

• An informal Meet and Greet is arranged during which the candidate receives instructions on how to begin and complete the essential task(s).

• The service provider accompanies the candidate in order to offer support, to validate the process and to provide documentation.

The employer keeps an open mind and takes into consideration that the candidate is attempting to complete the tasks having received minimal training.

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Why Use a Working Interview?

The working interview is a valuable innovative tool, especially when assessing candidates with disabilities whose resumes may not completely reflect their skills and abilities.

The working interview is valuable in assessing the skill levels of all potential employees.

Setting up a Successful Working Interview:

• The service provider and employer conduct a site analysis to review the work requirements.

• The service provider matches task analysis with potential employees with disabilities.

• The service provider ensures that the needed work adjustments are available before the working interview takes place.

• Company staff is informed and is on hand to help the candidate through the working interview, as would regular employees help one another.

• The employer plans for a feedback meeting to take place after the working interview.

• The service provider brings the unpaid work experience agreement that provides proper insurance coverage during the working interview.

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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.