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.

For more details on bona fide occupational requirement, consult tool #4 “Recruiting the Best Available Talent”

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 our Western culture it is normally valued to have a strong handshake?

Another example: If someone is not able to make direct eye contact because of a visual impairment, might you perceive them differently since in our Western culture eye contact is considered important?

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Canadian Council on Rehabilitation and Work (CCRW)


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