**Accessible Interviewing Checklist**

Hiring Managers should consider the following checklist of accessibility issues to ensure that all candidates have an equal opportunity to participate in recruiting competitions.

**Location of the interview**

Can an applicant with a disability access your facilities? *Example:* Is your office accessible to an individual who uses a mobility aid (e.g., a walker or wheelchair)? If not, consider having the interview at an alternative location.

**Format of the skills assessment tests**

Are your assessment tests accessible to an applicant with a disability? Do the tests allow a candidate to demonstrate their knowledge and skills? *Example:* Are your computerized tests accessible to an individual with vision loss who uses a screen reader? Does the candidate have reading challenges? Consider conducting an oral test or using text-to-speech software.

**Room set-up for in-person interview**

Is your interviewing room set up in an accessible fashion? *Example:* An individual with hearing loss may require a brightly lit room (in order to lip-read, if necessary) or one that is quiet (to minimize distractions) so they can perform at their best.

**Interviewing timelines**

Can an individual with a disability perform, in the interview, within the timelines expected? *Example:* A health issue can sometimes make it difficult for a person with a disability to perform successfully during short, timed interviews, which can involve a considerable amount of stress. Consider stretching out your timelines for individual interviews, extending the time between interview rounds, or providing additional time on skills tests.

**Support**

Can an individual with a disability bring a support person to an interview? *Example:* A person with a developmental disability may have support workers or family members who assist them. Consider allowing a support worker/family member to attend the interview, as they may have additional or more detailed information about the candidate’s abilities and may ask questions that the applicant has not had a chance to consider.

**Paperwork**

Can the individual fill out any paperwork that is required? *Example:* An individual with vision loss or a learning disability may have trouble filling out a written form. Consider having a staff member available to assist the applicant in filling out any required forms.