Accessible and Inclusive Interview Checklist

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GSA
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Accessible and inclusive interview checklist

Often, traditional interview processes do not meet the needs of people with disability and as a result, they are unable to present their best self, placing them at a disadvantage. It's important that applications with disabilities feel confident that organisations are committed to implementing reasonable adjustments to the interview process and that existing interview materials/activities are accessible to them. At (Insert organisation name), access to an inclusive Interview process for all our potential new employees is of the utmost importance.

This checklist is designed to help manage and facilitate the interview creating an equitable and accessible process.

Before the Interview	
Panel members have attended misconception and unconscious bias training	☐
A minimum of size 12 font is used for interview correspondence	☐
Interview invitations are provided in accessible formats such as Word or HTML	☐
Alt. text has been embedded on all images	☐
Sufficient colour contrasting has been used between content, background colour and texture. Find examples at https://www.visionaustralia.org/services/digital-access/resources/colour-contrast-analyser	☐
Invitations include information regarding reasonable adjustments including how a person can request reasonable adjustments	☐
A main point of contact has been provided as well as two modes of communication such as an email address or phone number	☐
Information regarding the set up of the interview has been provided including whether it will be held in a group situation, the interview time frame. what skills will be assessed and where the interview will be held	☐
Where appropriate, access to interview questions has been provided in advance	☐
Where appropriate, multiple interview formats have been provided, such as face to face, online or via a phone call	☐
Interview questions have been prepared in an accessible format e.g., electronic format, large print and plain English	☐
The room has space available for an interpreter (where relevant) and it allows for appropriate visibility between the interviewer and the interpreter	☐
The location of the interview has been deemed appropriate for the candidate's needs: - Accessible parking has been provided if necessary - Accessible restrooms are within close vicinity of the interview room - Corridors are obstacle free - Doors and doorways are accessible - Hearing augmentation systems have been enabled - Height adjustable tables are available - Lighting does not cause a glare or reflection - Outside background noise is at a minimum - A quiet space is available if required	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

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Interview day	
Access needs have been discussed and the candidate is aware that they can request adjustment in order to bring their whole self to the interview	☐
The layout of the room has been explained and directions to the toilet and fire exits has been provided	☐
Adequate circulation space for people using mobility aids has been provided	☐
Where appropriate, alternative formats of interview materials have been provided including electronic format, large print or plain English	☐
All video content has captions enabled	☐
For skill test, candidates have been made aware that they can request reasonable adjustments if required such as extra/extended breaks, extra time to complete tasks and time to set up assistive technology	☐
Be open to doing things and asking questions in different ways	
Be mindful of the following: - Facilitators to be conscious of facing the room and speaking clearly - Avoid using euphemisms or idioms - Avoid closed answer questions	
After the session	
Encourage feedback from participants regarding the interview to help further future recruitment processes	