



# INTERVIEWING INCLUSIVELY



## 1) TIME

Respect a candidate's time. Offer multiple interview slots, give plenty of notice & keep the process to two stages. Always factor in enough time for candidates to ask you questions. This is a two way process!

## ACCESSIBILITY

Always provide an option to interview remotely with closed captions. Detail office wheelchair access, toilets, lifts before meeting & avoid the word 'reasonable' when asking if a candidate needs adjustments.



## 3) WELCOME

Interviewing can be daunting. Offer a cuppa, introduce the panel, provide insight into the organisation & role and provide a safe space for questions. Ensure the panel is a diverse representation of your workforce.

## 4) QUESTIONS

This is not an interrogation! This should be a collaborative and equally balanced conversation focusing on achievements, approach & potential. We highly recommend sharing questions in advance.



## 5) FEELING VALUED

Offer a tour of the office (if possible), introduce key members of the team & describe the culture & ethos. If possible offer to pay expenses (travel & childcare) & thank them for the time they have taken to apply for this role.



## 6) NEXT STEPS

Provide constructive, positive & detailed feedback within 2 days of the interview. Ask for their feedback too! Ensure candidates come away wanting to apply for future roles with you & recommend you to others in their network.

