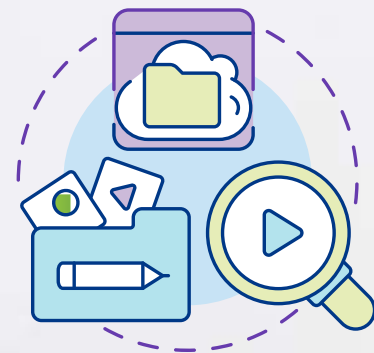


7 TIPS for Accessible Interviews



Accessible interviews help job seekers who have a disability to demonstrate their skills and help employers make informed hiring decisions. Small adjustments to how interviews are planned and delivered can remove unnecessary barriers. Here are seven practical tips to help you plan and deliver interviews that are clear, inclusive, and equitable.

1

Include Accommodation Requests

When scheduling the interview, let job seekers know accommodations are available and provide a contact person for requests. Give enough notice so people have time to identify and request any accommodations they may need.



2

Share Interview Details Early

Send the interview invitation well in advance. Include the date, time, location or virtual platform, expected duration, and names and roles of interviewers. Clear information helps job seekers who have a disability to prepare with confidence.



Tip: For in-person interviews, provide transit and parking information.



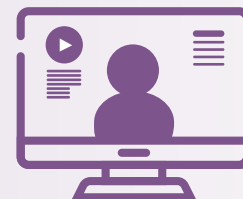
3

Prepare for the Interview

Choose an accessible interview space or virtual platform and ensure any requested accommodations are in place. For virtual interviews, test technology in advance, including lighting, captions, audio quality, camera placement, and background settings. Keep the interview environment free from unnecessary distractions. When requested, provide interview materials or questions ahead of time to support full participation.



Tip: Have a backup plan to deal with technical issues.



4

Create an Inclusive Interview Experience

Speak directly to the job seeker, not a job coach or ASL interpreter, use plain language, and be mindful that people communicate and process information differently. Allow sufficient time for responses and focus on understanding the job seeker's skills and experience.



5

Focus on Skills

Ask questions that relate to the essential duties of the role and focus on the candidate's ability to perform those duties, with accommodations if required. Behavioural questions often provide a better understanding of the skills and experience of a job seeker than hypothetical questions.



6

Offer Different Ways to Demonstrate Skills

Not every job seeker demonstrates their skills best through a traditional interview. When appropriate, consider written responses, work samples, or job simulations. Providing different ways to demonstrate skills helps job seekers show what they can do, not just how well they interview.



7

Evaluate Skills Consistently

Assess every job seeker against the essential requirements of the role using the same evaluation criteria. Accommodations help remove barriers to participation, while a standardized scoring guide helps create consistency across the hiring team, reduce bias, and support equitable hiring decisions.



Connect with ODEN to learn how your team can build disability awareness confidence to facilitate an accessible recruitment process.

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