

Inclusive Interview Toolkit

Toolkit 1, Chapter 5 Downloadable Tool CIIS Employer HR Resources



Purpose: Support employers in conducting structured, respectful, inclusive, and legally appropriate interviews.

How to use: Complete the sections that apply to your hiring process. Use the notes and action fields to document decisions, gaps, and next steps. Designed for HR, hiring managers, or leadership teams.

1. Interview Planning

Position	
Candidate	
Interview Date	
Interviewers	
Core Competencies Being Assessed	

2. Structured Interview Questions

Competency	Question	What a Strong Response Should Show	Score
Problem Solving			
Communication			
Teamwork			
Technical Skill			
Adaptability			

3. Candidate Experience Checklist

Item	Yes	No	Notes
Candidate received clear interview instructions and timing.	☐	☐	
Accommodation availability was communicated.	☐	☐	
Interviewers introduced themselves and explained the process.	☐	☐	
Candidate was given adequate time to respond.	☐	☐	
Follow-up expectations were communicated.	☐	☐	

4. Interview Bias Reflection

Item	Yes	No	Notes
I evaluated the substance of responses rather than communication style alone.	☐	☐	
I did not confuse confidence with competence.	☐	☐	
I avoided assumptions based on accent, culture, age, family status, disability, religion, or background.	☐	☐	
I used the same evaluation criteria for all candidates.	☐	☐	
My recommendation is based on role-related evidence.	☐	☐	

5. Compliance Reminder

- Avoid questions about age, marital status, childcare arrangements, religion, disability, medical history, citizenship (unless legally required), or other protected grounds.
- Keep questions focused on the candidate's ability to perform the role and any bona fide occupational requirements.
- Document evaluation notes professionally and factually.

6. Final Interview Recommendation

Recommended Next Step	
Key Strengths	
Concerns or Clarifications	
Overall Recommendation	