

Know Your Responsibilities

Accessible Interview Process

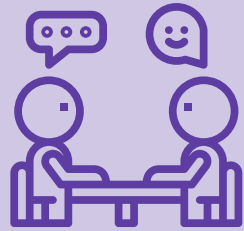
Prepare for the interview

- Check that interview locations are accessible to persons with a variety of disabilities
- Make accommodations such as sending the questions ahead of time or allowing support staff to accompany applicant
- Invite the applicant's future supervisor to join the interview process so that there are no surprises and all parties are on the same page



During the Interview

- Use person-centered practices; such as person-first language
- Relax the interview process by having conversations
- Direct all communications at applicant, not their support staff
- Get to know the applicant. Ask questions that focus on their strengths, knowledge, skills and experiences.
- Treat the individual with the same respect you would treat any applicant whose skills you are seeking.
- Hold applicants with disabilities to the same standards as all applicants.



End of interview

- Ask if applicant has any questions
- Explain the time frame when a decision is likely to be made.
- Explain how to get in touch with you if they have any questions



Remember do not base hiring decisions on myths, fears, or stereotypes about people with disabilities.