Interview Best Practices

To support neurodivergent job candidates and universal accessibility

DCOA (DIVERSITY COMMUNITY OF ADVOCACY)
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Best Practices

- Provide bias awareness training to interviewers

- Do not rely on AI screening tools

- Use clear, specific language related to skills in job description

- Consider offering alternative means of evaluation during the hiring process

- Provide a schedule and other written guidance before the day of the interview

Best Practices

- Provide the opportunity to follow up on questions in writing

- Offer meaningful opportunities for breaks during the interview

- Make lunch or other social events an optional part of the schedule

- Conduct interviews in quiet environments with minimal distraction

- Provide a response after the interview, whether the candidate was offered the position or not

Checklist: Before the Interview

❑ When reaching out about arranging an interview, give candidates the opportunity to ask for any accommodations that they need, phrased in an affirming way such as "Is there anything you need to help make your interviewing experience as successful as possible?" This wording does not require candidates to disclose anything they might not want to disclose, but opens the door for everyone to ask for what they need.

Checklist: Before the Interview

❑ Provide a list of possible accommodations (including but not limited to):

    ❑ Guidance getting to and from campus

    ❑ An interpreter

    ❑ A different format for the interview such as walking side by side

❑ When offering hotels ensure that options for physical and neurodivergent-friendly accommodations are available.

❑ Provide the candidate with the hotel's contact information so they can directly ask questions about accommodations if needed, without disclosing.

Checklist: Before the Interview

Make sure to send a detailed schedule to the candidate before the interview day that lays out what they can expect, including:

❑ Clear directions to the interview room (ideally with visual cues) if in-person

❑ Length & format of interview

❑ Number of participants and their names/job titles

❑ A dress code with examples and a list of what the candidate should bring with them

Checklist: Before the Interview

❑ Remind fellow interviewers to avoid primary bias before the interview and provide LRN resources if anyone wants to challenge their biases further

❑ Provide interview questions at least one week before the event and allow for the opportunity to expand on responses in writing afterwards. (Documents should be in sans serif fonts such as Arial.)

Checklist: During Interview

❑ Make sure transcripts are turned on if using Zoom/Teams. Be prepared to provide an interpreter if requested.

❑ Provide the option to walk or sit side-by-side as opposed to facing each other directly

❑ Provide meaningful opportunities for breaks:

    ❑ Acknowledge that meeting a variety of people and attending back-to-back interviews might be more wearing for some than others and some might have medical schedules unknown to you. Consider offering a return to the hotel room or time in a quiet, private space for breaks.

Checklist: After Interview

❑ Follow up with the candidate even if they were not accepted for the position.

❑ Provide a survey after the recruitment process for the candidate to give feedback.

Survey Questions

1) How satisfied were you with the overall experience of this recruitment process?

2) How comfortable did you feel during the process?

3) Did you feel that all your support needs were met during this recruitment process?

4) Was there anything we could have done differently to make this process a better experience for you?

Citations

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