



CONDUCTING INTERVIEWS

Responsibility: *Executive Superintendent of Human Resources*

Legal References: *Human Rights Code, 1981*

Related References:

1. Preamble

With the impetus on human rights in the work place, it becomes increasingly important that interviewing teams be aware of legislative requirements related to hiring staff. Some basic “do’s” and “don’ts” are outlined here to assist the large numbers of interviewing teams charged with the responsibility of selecting Board Staff.

2. DO

- 2.1 Have a minimum of three people involved in the interview. This provides for more individual objectivity and a better consensus of applicants.
- 2.2 Establish a basic list of “BEST Choice” questions to be responded to by each candidate. This allows a better evaluation of each candidate’s responses and ensures that everyone is treated equally.
- 2.3 Ensure that each candidate possesses the basic required skills/experience for the position. Interviewers should be familiar with the essential job requirements before the interviews take place.
- 2.4 Check references **after** the interviews, but **prior to** offering the position. While this can be time consuming, reference checks, particularly with former employers, provide important information about the candidate’s work habits and interpersonal relationships. Only those references listed by the candidate may be contacted.
- 2.5 Be aware of human rights legislation that expects a “duty of reasonable accommodation” by the Employer, when considering a candidate. Unless the accommodation would provide “undue hardship” for the Employer, some accommodation must be made. It is important to remember that although there may be no intent to discriminate, the Human Rights Commission will be concerned with the outcome of the Employer’s action.

3. DON’T

- 3.1 Make any assumption about the type of candidate being sought for a particular position. For example, if an applicant appears to be handicapped in any way, you must ensure that the handicap will not prevent the applicant from carrying out the job duties.
- 3.2 Ask questions during the interview relating to:
 - 3.2.1 marital status
 - 3.2.2 dependents
 - 3.2.3 plans for a family
 - 3.2.4 ethnic origin
 - 3.2.5 age or date of birth
 - 3.2.6 religion
 - 3.2.7 schools attended
 - 3.2.8 health problems

4. The Human Rights Code

The Human Rights Code, 1981, states:

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, record of offences, marital status, family status or handicap. [Section 4(1)]

5. Further Information

Further information and brochures with respect to appropriate interviewing/hiring procedures are available from:

The Ontario Human Rights Commission
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