4.4 Checklist: Interviewing Candidates

☐ Are all committee members familiar with the applicable provisions and articles of the [Ontario Human Rights Code](https://www.ohrc.on.ca/), the [employment equity policies](https://www.ohrc.on.ca/) and the [APUO Collective Agreement](https://www.apuo.ca/)?

☐ Have shortlisted candidates been contacted prior to the interview? Have they been asked about a need for any special accommodation?

☐ Was the following statement included in the invitations for interview?

   “Accommodations are available on request to all candidates taking part in any and all aspects of the selection process.”

☐ Have interviews been scheduled at a time that works for the candidates?

☐ Are all committee members available to attend the interviews?

☐ Were additional information and resources available at the University shared with the candidates?

☐ Have the committee members reviewed personal notes from the Employment Equity in-person training workshop?

☐ Do the interview questions objectively assess the criteria established in Step 1?

☐ Have the committee members consulted the list of permissible and prohibited questions from the [OHRC’s hiring guide](https://www.ohrc.on.ca/)?

☐ Did the Appointments Committee prepare a set list of questions that will be asked to all candidates, external and internal? Do the questions relate directly to the bona fide occupational requirements of the position?

☐ Has each candidate been given sufficient opportunity to answer every question without interruption?

☐ Has each committee member recorded and rated the responses of each candidate?