

Interview Checklist

Use the following checklist to ensure that the interview process leaves you open to select the best candidate:

- Have I reviewed my questions for cultural bias?
- Have I reflected on more than one possible answer to my question?
- Have I created a "cultural diversity-friendly" interview environment?
- Did the candidate have time to plan their answers?
- Did I provide a written copy of the questions to the candidate?
- Was there something in the candidate's behaviour that I found inappropriate? Why?
- Did I remain patient and nonjudgmental during the interview process, i.e. when I experienced language difficulties and/or different nonverbal behaviour than expected?
- How relevant are the competencies I am looking for? How can they be interpreted across cultures?
- Have I rated the candidate's responses to the questions in a bias-free manner, i.e. have I ensured that the discussion and note-taking during the interview complies with Human Rights Legislation?
- Do we have a representative (diverse) hiring committee?
- Am I flexible in my communication style?