

## Stage 2: Setting Up the Interview

**Part One** – When I called or emailed the candidate to arrange the interview, I:

- Provided them with options for dates and times to meet.
- Informed them how long the interview will be, the format (virtual, telephone, or in person), and who they will be meeting (the names and positions of the interviewers)
- If the interview is in person, I let them know about transit and parking
- If the interview is virtual, I sent them a link to Zoom, Teams, etc. and asked if they are familiar with that technology.

**Part Two** – When I called or emailed the candidate to arrange the interview I:

- Asked the candidate if they require an adjustment or an accommodation due to a disability. In Canada, there is a Legal Duty to Accommodate for any job candidate or employee.
- An adjustment or accommodation could be a wheelchair accessible meeting room, assistive technology for a telephone or virtual interview, or a quiet location free of distractions. Any costs associated with accommodation must be paid for by the potential employer.

I considered sending the interview questions to the candidates in advance. This inclusive practice allows candidates to prepare their answers in advance and can help reduce anxiety.