Scripts to Set Up an Interview

Telephone Interview	
Script	**Inclusive Elements**
— *Hi, my name is XX and I am the recruitment coordinator/manager at Smith and Company.*	A warm welcome sets the right tone at the start.
— *We received your resume and would like to invite you to an interview. Are you available for a telephone interview on either Monday, June 2nd at 3 pm or Tuesday, June 3rd anytime between 9 am and noon?* — *Is this the best number to call you at?*	If possible, provide options for interview times and be flexible if the candidate has restrictions such as current employment hours that they need to work around for an interview.
— *The interview will be with me/or name of interviewer and will be about 20-30 minutes long.* — *There will be some time for you to ask some questions and I/or name of interviewer will explain a bit about the job and next steps.*	Providing the candidate with details about the format and timing of the interview allows them to prepare
— *We value diversity and prioritize inclusion here.* — *Do you require an accommodation or adjustment at all for the interview?*	Ask all candidates if they require an accommodation during the interview. If the candidate asks what an accommodation is you can say, "Sometimes a person with a disability might need an adjustment to the interview process. An example of this is an ASL interpreter." A person with a disability will likely know what you mean and will advise you if something is required. Note: If assistive technology is required, this must be paid for by the employer and not the candidate.

— *To reconfirm, I/or name of interviewer will call you at this number on (date) and (time).*	Reconfirm the details with the candidate.
— *Do you have any questions for me?*	Provide the opportunity to ask questions about logistics or format.
— *Thank you for applying to this job.* — *I look forward to speaking with you in a few days!*	Wrap up the call on a positive and friendly note.

In Person/Virtual Interview	
Script	**Inclusive Elements**
— *Hi, my name is XX and I am the recruitment coordinator/manager at Smith and Company.*	A warm welcome sets the right tone at the start.
— *We would like to invite you for a second interview.* — *This time it will be in person/virtual.* — *Are you available on either Monday, June 2nd at 3 pm or Tuesday, June 3rd anytime between 9 am and noon for a one-hour interview?*	If possible, provide options for interview times and be flexible if the candidate has restrictions such as current employment hours that they need to work around for an interview.
— *The interview will be with me/or name of interviewer and panel members.* — *There will be some time for you to ask some questions and I/or name of interviewer will explain a bit about the job and next steps.*	Providing the candidate with details about the format and timing of the interview allows them to prepare.

— *The interview will take place at our Head Office at [address].* — *It is an accessible building with free parking located under the building. It's also on a bus route with a bus stop one block away.* — *When you arrive, let the receptionist know that you are there to meet [person's name].* — *There is no need to bring anything with you to the interview. OR. Please bring a sample of your work (for example).*	Advise the candidate about how to get to the interview location and tell them about things like transit and parking. If parking requires payment, let them know this. If possible, reimburse them for their parking. Let them know if they need to bring anything with them.
— *We value diversity and prioritize inclusion here.* — *Do you require an accommodation or adjustment at all for the interview?*	Ask all candidates if they require an accommodation during the interview. If the candidate asks what an accommodation is you can say, "Sometimes a person with a disability might need an adjustment to the interview process. An example of this is an ASL interpreter." A person with a disability will likely know what you mean and will advise you if something is required. **Note:** If assistive technology is required, this must be paid for by the employer and not the candidate.
— To reconfirm, your interview is set for (date) and (time) with (name or names). — The address once again is XXXX.	Reconfirm the details with the candidate.
— Do you have any questions for me?	Provide the opportunity to ask questions about logistics or format.
— Thank you for your time!	Wrap up the call on a positive and friendly note.

Working Interview	
Script	**Inclusive Elements**
— *Hi, my name is XX and I am the recruitment coordinator/manager at Smith and Company.*	A warm welcome sets the right tone at the start.
— *We would like to invite you for an interview.* — *Are you available on either Monday, June 2nd at 3 pm or Tuesday, June 3rd anytime between 9 am and noon for a one-hour interview?*	If possible, provide options for interview times and be flexible if the candidate has restrictions such as current employment hours that they need to work around for an interview.
— *The interview will be with me/or name of interviewer.* — *I will have some questions for you and then I will show you some job duties and then ask you to demonstrate how you would do them if you had the job.* — *There will be some time for you to ask some questions and I/or name of interviewer will explain a bit about the job and next steps.*	Providing the candidate with details about the format and timing of the interview allows them to prepare.
— *The interview will take place at our Head Office at [address].* — *It is an accessible building with free parking located under the building.*	Advise the candidate about how to get to the interview location and tell them about things like transit and parking. If parking requires payment, let them know this. If possible, reimburse them for their parking.
— *It's also on a bus route with a bus stop one block away.* — *When you arrive, let the receptionist know that you are there to meet [person's name].* — *There is no need to bring anything with you to the interview. or . Please bring a sample of your work (for example).*	Let them know if they need to bring anything with them.

— *We value diversity and prioritize inclusion here.* — *Do you require an accommodation or adjustment at all for the interview?*	Ask all candidates if they require an accommodation during the interview. If the candidate asks what an accommodation is you can say, "Sometimes a person with a disability might need an adjustment to the interview process. An example of this is an ASL interpreter." A person with a disability will likely know what you mean and will advise you if something is required. **Note:** If assistive technology is required, this must be paid for by the employer and not the candidate.
— *To reconfirm, your interview is set for (date) and (time) with (name or names).* — *The address once again is XXXX.*	Reconfirm the details with the candidate.
— *Do you have any questions for me?*	Provide the opportunity to ask questions about logistics or format.
— *Thank you for your time!*	Wrap up the call on a positive and friendly note.