**INCLUSIVE INTERVIEWS**

* Rank selection criteria prior to screening the applications to ensure an unbiased, equitable, and transparent selection process.
* Consider asking about approaches of leading projects rather than asking for previous examples of project management to make sure you are not excluding traditionally underrepresent candidates in Tourism leadership positions
* Consider job audition as part of the interview process (i.e., test, Job trials, etc.)
* Prepare the candidate for the interview in advance with information, such as how long the interview will be, who the panel members will be and the types and number of questions that will be asked.
* Ensure the scoring criteria is equitable. Review the method through the lens of EDI and challenge the notion of rewarding or overvaluing the familiar or your own disciplinary bias.
* Interviewers should check against unconscious bias especially racial-based bias, performance bias and confirmation bias in the hiring and interview process (Not hiring someone due to a perceived lack of “career potential” and trying to find evidence to confirm biased view)
* Hiring Managers should be trained on Inclusive Hiring Practice and Intercultural Intelligence on regular basis
* Make all parts of the process accessible. When inviting the candidate to the interview, clearly state that the institution will respect and adhere to any accommodation needs whenever possible.
* Consider sharing the interview questions/themes with the applicants ahead of time. This will be specifically helpful to newcomers who are not necessarily familiar with the Canadian interview process but might have all the skills required for the job.
* Consider the different communication styles of different culture (eye contact could be seen as a disrespect in some cultures)
* Consider other less stressful settings for interviews i.e. (virtual interviews) and make sure to use a platform that is accessible to all candidates.
* At the beginning of the interview, acknowledge the stress associated with the experience and that the search committee will do their best to ease the candidates' stress level.
* Avoid using slang, cultural jargons, slow down and speak clearly and consider rephrasing if needed when posing a question
* Include questions about the candidate’s approach to work with diverse team and their commitment to EDI
* Make sure to assess how candidates appreciate mental wellness
* Ensure the method of assessing candidates is equitable. Review the method through the lens of EDI principles

 **REFERENCES**

* <http://www.ohrc.on.ca/en/iv-human-rights-issues-all-stages-employment/5-interviewing-and-making-hiring-decisions>
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* <https://www.hbs.edu/recruiting/insights-and-advice/blog/post/6-best-practices-to-creating-inclusive-and-equitable-interview-processes>