



Hiring Panelist Guide for an Inclusive Hiring Process



Welcome Panelist and thank you for your participation in our hiring panel. In an effort to provide an open and competitive hiring process that embraces and includes people of all abilities, please review the helpful information below on how to reduce implicit bias and make merit-based decisions while acting as a Hiring Panelist. Be sure to reach out to the Hiring Manager if you have any questions.

Self-reflection questions to ask yourself during the Interview:



Am I making assumptions about this applicant's ability based on the presence or absence of a disability or stereotypes?



Am I making decisions based on this applicant's merits, credentials, skills, or training or am I making them based on my personal experience, preference, bias, and/or comfort level?



Am I considering cultural and experiential differences that this candidate may bring to the role that is different from my own? How might these differences impact my perspective on how this candidate may or may not be able to do the job?

Do's and Don'ts of Interview Questions

Do's:



Ask questions about the applicant's relevant experience, education, skills, training, etc that are relevant to the job. (*"Can you tell me about your time with ABC Company/University and how that relates to this opportunity?"*)



Ask questions about specific credentials or skills that are relevant to the job functions. (*"Based on your experience, how would you apply this *skills/credentials* to this specific job function?"*)



Ask questions about the applicant's ability to perform a specific job function. (*"Can you tell me how you would perform this *specific job function*?"*)

Don'ts:



Ask if someone has a disability, especially if they do not disclose that information voluntarily. (*"Will you need a reasonable accommodation in order to perform the essential functions of the job?"*)



Ask questions about how they obtained the disability, what their treatment may look like, if they are taking medications for it, or any other health concerns. (*"Are you taking any specific medications that would impact your ability to show up to work?"*)



Ask if they will need to take leave often due to a disability. (*"How often will you need leave to go to doctor appointments each month?"*)

General Rule of Thumb: Before an interview, you can ask if a reasonable accommodation is needed to participate in the application or interview process, and this should be a standard question to all applicants. **BUT, once they are in the interview you can not ask about reasonable accommodations.**