

# APPROPRIATE INTERVIEW QUESTIONS GUIDE

## FOR HIRING MANAGERS

careers.humber.ca

|  | ✗   | ✓   |
|--|---|---|
| <br><b>AGE</b>          | <ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When did you finish high school?</li> </ul>  | <ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> </ul>   |
| <br><b>ORIGIN</b>       | <ul style="list-style-type: none"> <li>• Are you a Canadian citizen?</li> <li>• Where were your parents born?</li> <li>• What is your “native” tongue?</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Are you eligible to work in Canada?</li> </ul>   |
| <br><b>RACE</b>        | No questions about race are legal.  |   |
| <br><b>FAITH</b>      | No questions about religion are legal.  |   |
| <br><b>FAMILY</b>     | <ul style="list-style-type: none"> <li>• Are you married?</li> <li>• With whom do you live?</li> <li>• Do you plan to have a family?</li> <li>• What are your child care arrangements?</li> </ul> | <ul style="list-style-type: none"> <li>• Would you be willing to relocate if necessary?</li> <li>• Would you be willing to work overtime if necessary?</li> </ul>                                       |
| <br><b>PERSONAL</b>   | <ul style="list-style-type: none"> <li>• How much do you weigh?</li> <li>• How tall are you?</li> </ul>   | <ul style="list-style-type: none"> <li>• Would you be able to carry a 50 pound weight and carry it 100 yards, as it is part of the job?</li> </ul>  |
| <br><b>DISABILITY</b> | <ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• Please complete the following medical history.</li> <li>• How's your family's health?</li> </ul>                | <ul style="list-style-type: none"> <li>• Are you able to perform the essential job functions?</li> <li>• Can you demonstrate how well you would perform the following job-related functions?</li> </ul> |

## Ensuring Fair Interview Processes

An employer should aim for a fair process that focuses on each candidate's ability to perform the essential job duties. A best practice is to have a multi-person panel conduct formal interviews. Ideally, the interview panel should reflect the diversity available in the organization. They should develop set questions in advance, and ask all applicants the same questions. The questions should be based on the job's essential duties and bonafide requirements. Before interviews start, create an answer guide showing the desired answers and a marking scheme. Then, each member of the interview panel can record and score each candidate's answers against this guide.

This kind of approach will help employers avoid making decisions based on subjective considerations such as whether the person exhibits “confidence” or is viewed as “suitable.” Employers who rely on these kinds of subjective assessments are vulnerable to claims of discrimination. Without objective criteria, an employer will have trouble explaining why some candidates were or were not qualified for the job if a human rights complaint is filed.

**WE ARE  
HUMBER**