

Interviewing people with disability

Interviewing potential candidates is an important step in making sure they have the right skills to complete the job. When interviewing people with disability, there are a few things to keep in mind to ensure the process is fair for all applicants.

Interview preparation

It is important to clearly outline the steps involved in the recruitment process so a candidate can assess if they will require support or adjustment at any stage. When arranging an interview with a person who has shared information about a disability, contact the person before the interview and consider the following:

- are there any specific requirements for the assessment or interview
- how the candidate will find or enter the venue
- briefing the receptionist and co-interviewers on any specific requirements if appropriate.

Interview questions

The Disability Discrimination Act 1992 (DDA) makes it illegal for employers to seek specific details about a candidate's disability. Questions must be for legitimate, non-discriminatory purposes, for example to:

- determine whether a person can complete the inherent requirements of the job
- identify reasonable adjustments required during the recruitment process and / or to perform the job
- establish entitlements and obligations such as superannuation, workers compensation or access to productivity based wages.

When asking whether a candidate will need any reasonable adjustment:

If the answer is NO, this means no further questions can be asked

If the answer is YES, the employer may ask about the type of adjustment needed or how the task may be performed, but not about the disability or condition.

