

GUIDELINES FOR CONDUCTING INTERVIEWS

1. Interviews should be conducted in privacy and without interruption.
2. All interviews, ie. individual applicant interviews, should be a minimum of 30 minutes in duration. This can be in the form of 3-ten minute interviews or one 30 minute encounter. Other recruitment strategies such as tours and meeting with residents should be additional time.
3. Interviews should be free of intimidation.
4. Interviews cannot include personal questions about family, religion, age or finances.
5. Interviews cannot include questions, allusions, remarks or coercion about other applications, interviews or ranking.
6. Reference letters are completely confidential. The candidate is **not** permitted to see the reference letters.

Interviewers may **not** ask the applicants questions related to:

race
ancestry
place of origin
colour
ethnic origin
citizenship
creed or religion
sex
age
marital status
family status
handicap

unless they have been raised by the applicant, and if they are relevant to the issue under discussion."

September 16, 2004