

INTERVIEW PROCESS INFORMATION

Please also refer to the “Do’s and Don’ts of Interviewing” video posted in the resource section.

It is important to have an interview process in place to ensure you are finding suitable candidates, and to protect yourself as an employer. Typically the process will consist of: writing your job description, posting your job ad, pre-screening resumes and candidates, scheduling and conducting interviews, following up with candidates and references, and making a hire.

Under the B.C. Human Rights Act, employers cannot refuse to hire or promote a person on the following grounds if they are NOT directly related to the person’s employment, as this would be discrimination:

- age,
- race,
- colour,
- ancestry,
- place of origin,
- marital status,
- family status,
- physical disability,
- mental disability,
- sex (including pregnancy),
- sexual orientation,
- political belief,
- religion,
- because the person was found guilty of a crime.

Note: An employer can discriminate on these grounds if there is a “bona fide occupational requirement” — that means the organization can prove that discrimination is necessary to fulfill the requirements of the position. The employer has an obligation to prove that the position would be impossible to accommodate without undue hardship.

If you ever receive a Human Rights Complaint, it will be easier to defend yourself if you have a good interview process. There is a statute of limitations on Human Rights Complaints by employees. This means they must take legal action within a certain time frame.