Resources: Interview questions to assess capability around inclusion
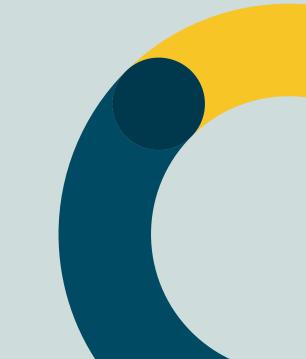
Harnessing BAME talent: A guide for UK employers

bame

— challenge toolkit —

Resources: Interview questions to assess capability around inclusion

The questions that follow are intended as suggestions that can help selection panels assess candidates' commitment to and experience of supporting inclusion in their work. We have included a range of questions that might be asked of people applying for a variety of positions, with various levels and types of responsibility. Some of the questions might be similar but with slightly different emphasis. You may wish to adapt the questions to make them more relevant to the function/focus of the roles in your organisation.

Commitment to diversity (i.e. mind-set, attitudes, philosophy)

1. Describe your understanding of diversity/inclusion and why it is important to this position.

2. What is your definition of diversity/inclusion and how or why do you think it is important?

3. In what ways do you think diversity is important in this role?

4. How are diversity/inclusion issues and [focus of the role] related?

5. How would you describe your current thinking about diversity/inclusion, and how has your thinking changed over time?

6. What does it mean for you to have a commitment to diversity? How have you demonstrated that commitment, and how would you see yourself demonstrating it here?

7. What are some concerns you have about working with diverse populations or communities?

8. To what extent do you believe there are significant differences in how one should work with diverse colleagues/clients from the UK and those from overseas? Are different strategies appropriate, and if so, what are they?

Situational questions

1. Pose a situation/scenario involving issues of diversity. Ask the candidate how they would respond in that situation

2. In what ways can you imagine promoting our Inclusion policy in your responsibilities in this position?

3. How would you target/communicate with diverse groups or under-represented communities?

4. What challenges do you think you will face in working with a diverse population?

5. Why do you think it's important to address diversity/inclusion issues in this position, and what are some ways you might do that?

6. How would you advocate for diversity/inclusion initiatives with individuals who don't see their value?

7. When working in an environment with limited diversity or with individuals with little diversity experience, how would you approach making diversity/inclusion relevant or valued?

8. How would you handle a situation in which someone made a sexist, racist, homophobic or otherwise offensive remark?

9. How would you respond to a conversation between colleagues/clients/visitors that was clearly offensive to others?

10. If you were appointed, how would you use this position to increase or enhance diversity/inclusion here?

11. Sometimes there is a belief that a commitment to diversity conflicts with a commitment to excellence (i.e. we will have to lower our standards to achieve or accommodate diversity). How would you describe the relationship between diversity and excellence? What kinds of leadership efforts would you undertake to encourage a commitment to excellence through diversity?

12. In what ways do you feel it is appropriate to incorporate topics related to diversity into [insert focus of role]? How would you do this?

Performance or experience-related questions

1. How has your education/previous work experience prepared you for working with a diverse population?

2. How has your background and experience prepared you to be effective in an environment that values diversity/is committed to inclusion?

3. What is your past experience of working with [insert group] populations?

4. What specific experience do you have of addressing the concerns of diverse colleagues/ clients? What role have you taken in addressing those concerns?

5. Please tell us about an instance when you have demonstrated leadership or commitment around diversity/inclusion in your role.

6. What programs or initiatives have you been part of to address diversity/inclusion issues, and specifically what was your role in those efforts?

7. How has your past work demonstrated an active commitment to diversity/ inclusion?

8. Can you describe an innovative intervention to address diversity/ inclusion that you had an integral part in developing?

9. In what ways have you demonstrated commitment and sensitivity to the importance of diversity/inclusion in your previous experience?

10. Describe a time when you worked to incorporate diversity/inclusion issues or diverse communities into a project or event you worked on.

11. What training and experience do you have in developing and implementing projects that incorporate diversity/ inclusion?

12. Describe your experiences in strategic planning related to diversity/inclusion.

13. Describe your experiences in assessing diversity initiatives and their outcomes.

14. What experiences have you had with recruiting, hiring, training, and/or supervising a diverse workforce?

15. What is the most challenging situation that you have experienced in relation to managing diversity and how did you handle it?

16. What areas of diversity/inclusion are you less familiar with and how would you go about updating your knowledge?

17. What have you done to further your knowledge or understanding about diversity/ inclusion? How have you applied your learning?

18. In your experience, what are the challenges faced by underrepresented groups in the workplace? What strategies have you used to address these challenges, and how successful were those strategies?

This list was adapted from guidance produced by the **Northern Illinois University**.

If you require further advice on how to evidence the commitment and experience of candidates in relation to inclusion and diversity, contact **Inclusive Employers**.