

Accommodation and Universal Design Suggestions

As an employer, under the University's Employment Accommodation (m) 6w 10 (m) B25 (o) 4(y) - 2 () 4(y) - 0vi 3 4(y) - 0vi 3 0w 10

set up the interviews to promote success: challenge candidates but treat them warmly and provide information for them to succeed
recognize a diversity in personalities (e.g., introverts and extroverts) and design recruitment activities that assess candidates based on job-related criteria rather than judgment about personalities or “fit”

Creating a Welcoming Environment

There are other practices that can create a more welcoming environment for all applicants and showcase UVic as a caring, organized and capable institution:

provide the candidate with contact information in case of an emergency, a last minute need for clarification, or change in plans.

assign a host who is responsible for ensuring, in collaboration with unit staff, that all arrangements are made for the visit, including those involving other members of the unit. It is recommended that candidates be accompanied throughout their visits on campus, recognizing that some candidates may desire unaccompanied free time. Where at all possible, candidates should be accompanied into the city if they are travelling by plane or ferry.

provide an itinerary to each person who will be meeting with the candidate.

if desired by the candidate, arrange an opportunity for a candidate from a under-represented group in the unit to meet with other members with similar backgrounds.

address special considerations, such as an overview of local housing or information related to a candidate's partner, spouse or children. This information should be provided to all applicants.