

**Inappropriate Interview Questions**

Adler supports an objective, fact-based interview approach that is highly relevant to the available position. Probing accomplishments, specific job-related problem-solving skills, and general fact-finding directly related to the SMARTe objectives ensures you are focused on job criteria. Always be diligent to avoid asking questions related to variables prohibited by the Canadian and Saskatchewan Human Rights Commissions. Updated documents outlining these prohibited topics are available on their respective web-sites.

In 2008 in Saskatchewan, merit and skill specific to the job are legitimate basis for employment decisions. Likewise it is against the law to discriminate against anyone for employment in private companies based on:

* Ancestry, colour, race and perceived race
* Religion or religious creed
* Sex
* Marital status
* Disability
* Nationality or place of origin
* Age (18 or more) Sexual orientation Family status
* Receipt of public assistance

In respecting individual specific needs, employers may be required to assist candidates with special adjustments -this is referred to as 'accommodation'. Accommodation is required unless it would cause undue hardship to the Company. Examples provided by the Saskatchewan Human Rights Commission include:

As an employer, you may have to provide technical aids so people with disabilities can participate in your workplace.

You might have to temporarily rearrange work duties for a pregnant woman. For example, and outside worker may switch to a desk job in the later stages of her pregnancy.

As a general rule, for all of your hiring processes, ensure that you are keeping within the Saskatchewan Human Rights Code and the Canadian Human Rights Act. For current information, please visit [http://www.shrc.gov.sk.ca](http://www.shrc.gov.sk.ca/) and http://www.chrc­ccdp.ca/default-en.asp, respectively.

See the 'CASE IN POINT' section for an interview approach to sorting candidates for Greg's Contracting Senior Project Manager position. Adler's 10-Factor Candidate Assessment has been recreated in the TOOLS section.