

## Interview Guidelines

Category	What You May Ask	What <u>Not</u> to Ask
<b>Race</b>	No questions may be asked.	<ul style="list-style-type: none"> <li>➤ Applicant's race or color of skin</li> <li>➤ Photo to be affixed to application form</li> </ul>
<b>Name, Gender and Family Issues</b>	If Applicant has relatives already employed by the organization Applicant's Full Name	<ul style="list-style-type: none"> <li>➤ Number of children/child-care arrangements</li> <li>➤ Marital status</li> <li>➤ Spouse's occupation/Name of spouse</li> <li>➤ Health-care coverage through spouse</li> <li>➤ Maiden name (of married woman)</li> </ul>
<b>National origin or ancestry</b>	<ul style="list-style-type: none"> <li>➤ Whether applicant has a legal right to be employed in the U.S.</li> <li>➤ Ability to speak/write English fluently (if job related)</li> <li>➤ Other languages spoken (if job related)</li> <li>➤ How long have you been a resident of this state or city?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ethnic association of surname</li> <li>➤ Birthplace of applicant/applicant's parents</li> <li>➤ Nationality, lineage, national origin</li> <li>➤ Nationality of applicant's spouse</li> <li>➤ Whether applicant is citizen of another country</li> <li>➤ Applicant's native tongue</li> </ul>
<b>Age</b>	<ul style="list-style-type: none"> <li>➤ If applicant is over 18 years old</li> <li>➤ If applicant is over 21 years old if job related</li> </ul>	<ul style="list-style-type: none"> <li>➤ Date of birth</li> <li>➤ Date of high school graduation</li> <li>➤ Age</li> </ul>
<b>Disability</b>	Whether applicant can perform essential job-related functions (provide applicant with list)	<ul style="list-style-type: none"> <li>➤ If applicant has a disability</li> <li>➤ Nature or severity of disability</li> <li>➤ Whether applicant has ever filed workers' compensation claim</li> <li>➤ Recent or past surgeries and dates</li> <li>➤ Past medical problems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Inquiry into work experience</li> <li>➤ Inquiry into countries applicant has visited</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ Convictions</li> <li>➤ Academic, vocational, or professional schooling</li> <li>➤ Training received in U.S. military</li> <li>➤ Membership in trade or professional association related to the position</li> <li>➤ Job references</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number and kinds of arrests</li> <li>➤ Height and weight except if a bona fide occupational qualification</li> <li>➤ Veteran status, discharge status, branch of service</li> <li>➤ Contact in case of an emergency(appropriate to ask at post-hire)</li> </ul>