

Interview Guidelines

Inquiries during the selection and interview process must be related to the job. Questions can be considered improper if the employer cannot demonstrate a job related necessity for asking the question. In no way should a candidate be asked anything in such a way so as to discriminate on the basis of race, color, religion, sex, national origin, age or disability. Some perfectly legal questions can be construed as improper if all candidates are not asked the same questions.

Below are suggestions and general guidelines on the type of questions that should and should not be asked during the selection and interview process.

Inquiry Area	Questions Not Acceptable	Acceptable Questions
National Origin/ Citizenship	Are you a U. S. citizen? (In some very specialized situations such as a requirement for national security. Any lawfully immigrated alien who is eligible to work may not be discriminated against on the basis of citizenship.)What is your native language?	Are you authorized to work in the United States? What languages do you read, speak, or write fluently? (this questions must have relevance to the job)
Age	How old are you? When is your birth date? When did you graduate from high school?	Are you over the age of 18?
Gender/Sexual Orientation	Anything that would indicate gender or sexual orientation. Any inquiry that would be asked of one gender but not the other	None
Race or Color	Any inquiry related	None
Religion or Creed	Any question that would indicated religious denomination or custom	None
Marital/Family Status	Are you married? Who do you live with? Do you plan to have a family? How many kids do you have? What are your childcare arrangements?	Would you be willing to relocate if necessary? Travel is an important part of the job. Do you see yourself as being able to fulfill this part of the job? This job requires overtime occasionally. Would you be able and willing to work overtime as necessary?
Name/Personal	Where does your name/title come from? How tall are you? How much do you weigh?	None for name, height or weight Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?
Affiliations	What clubs do you belong to? What social organizations do you belong to?	What professional or trade groups do you belong to that you consider relevant to your ability to perform this job?
Disabilities	Do you have any disabilities? Do you need an accommodation to do the job? Have you had any recent operations or illnesses?	Are you able to perform the essential functions of this job with or without reasonable accommodations? Can you demonstrate how you would perform the following job related function? (All applicants must be asked to perform the same task.)
Arrests & Convections	Have you ever been arrested?	Inquiries into convictions of specific felonies related to qualifications for the job applied for.
Military	If you have ever been in the military, were you honorably discharged?	What branch of Armed Forces did you serve? What type of training or education did you receive in the military?