

## Guide for Interview Questions

### Appropriate and Inappropriate Questions for Interviews

<b>Subject</b>	<b>May Ask</b>	<b>May Not Ask</b>
<b>Name</b>	Current legal name	Whether candidate worked under a different name; questions that would divulge ancestry or marital status
<b>Gender</b>	Nothing	May not comment on person's sex unless it is a bona fide occupational qualification which has been identified up-front. This is highly unlikely in our academic environment
<b>Age</b>	Nothing	Applicant's age, date of birth, proof of age, and year in which a degree was conferred
<b>Address</b>	May ask candidate for their preferred contact information, or ask if their contact information has changed since they initially applied	How long has applicant lived in the United States or whether they have had foreign addresses
<b>Birthplace</b>	Nothing	Any inquiry into place of birth, or that of parents, spouse, grandparents, or other relatives
<b>Citizenship</b>	Nothing: Should be covered through the Application for Employment only (whether an applicant is currently authorized to work in the United States)	Whether applicant, parents, or spouse are naturalized or native born U.S. citizens; of what country applicant is a citizen
<b>Marital Status</b>	Nothing	Whether applicant is married, single, divorced, engaged, widowed, or living with someone
<b>Sexual Orientation</b>	Nothing	Whether applicant is homosexual, heterosexual, bisexual, or any other question pertaining to applicant's sexual orientation
<b>Lifestyle</b>	Nothing	Anything involving the applicant's natural and preferred way of living
<b>Family</b>	Nothing	Any questions concerning family size, family planning, children's ages, plans for childcare, spouse's employment or spouse's income
<b>Religion</b>	If work schedule requires weekend work, may ask if applicant is able to work on weekends	About religious denomination, affiliation, church or synagogue, religious holidays observed; whether applicant regularly attends a house of worship
<b>Disabilities &amp; Physical Data</b>	Ability to perform essential functions of the job (with or without accommodation)	Questions about physical or mental limitations that are not job-related, including applicant's height, weight, or medical conditions
<b>Pregnancy</b>	Nothing	About the applicant's plans for having children; about medical history concerning pregnancy and health-related matters; about whether applicant is currently pregnant
<b>Military Status</b>	About job-related experiences gained in the military	About branch of service; type of discharge
<b>Housing</b>	How applicant can be reached if he or she does not have a telephone at home	Whether applicant owns or rents an apartment or house
<b>Education</b>	About educational institutions attended; training; degrees	About religious or racial affiliations of schools attended; the applicant's native language; educational experience that is not necessary to perform the job
<b>Organizations</b>	About professional organizations	About other organizations including those that indicate race, color, religion, gender, sexual orientation, marital status, national origin, veteran status, political affiliation, or disability of applicant
<b>Financial Position</b>	Nothing	About credit ratings; garnishments; debts, including to whom debts are owed
<b>Arrest History</b>	Nothing	About arrests, or time spent in jail (Arrests without convictions do not indicate guilt)
<b>Convictions</b>	Nothing: Should be covered through the Application for Employment only	General questions about whether applicant has ever been convicted of a crime
<b>Unemployment Status</b>	Nothing	About whether or not the applicant is currently unemployed
<b>Visa Status</b>	Nothing	Type of visa or for certain USCIS (formerly INS) documents. (May not reject applicants with valid work permits which expire at a future date)
<b>Salary History</b>	About applicant's expectations or requirements for salary or benefits	Questions about current or prior earnings or benefits