

# Appropriate and Inappropriate Interview Questions

SUBJECT	INAPPROPRIATE	APPROPRIATE
<b>AGE</b>	Questions about age, dates of attending school, dates of military service, request for birth certificate.	Questions about age are only permitted to ensure that a person is legally old enough to do the job.
<b>ADDRESS</b>	Examples: Do you own or rent your home? How long have you lived at your current address?	What is your address?
<b>ARREST RECORD and CONVICTIONS</b>	Questions about arrests, pending charges and convictions that do not relate substantially to the job. Example: Have you ever been arrested?	Varies by state. Some states permit questions that relate substantially to the particular job if they are asked of all candidates. Check with the Legal Affairs or Equal Opportunity Office of your institution.
<b>CREDIT RATINGS or GARNISHMENTS</b>	Questions that have no relation to job performance. Refusing to hire someone based on a poor credit rating is a civil rights violation.	Questions may be appropriate if the job requires significant financial responsibility. In most cases, no question is acceptable.
<b>CITIZENSHIP</b>	Any question about citizenship. Examples: Are you a US citizen? Where were you born? Are you an American? What kind of name is that?	May ask about legal authorization to work in a specific position, if all applicants are asked.
<b>DISABILITY</b>	Questions about disability are not appropriate. Examples: Do you have a disability? What is the nature or severity of your disability? Do you have a health condition? Do you require accommodations?	Questions about ability are appropriate. Example: Are you able to perform the essential functions of this job, with or without accommodations?
<b>EDUCATION</b>	Questions about education that are not related to the job being applied for.	Inquiries about degrees or equivalent experience related to the job being applied for.
<b>FAMILY or MARITAL STATUS</b>	Any inquiry about marital status, pregnancy, children, or child care plans.	Questions about whether an applicant can meet work schedules or job requirements if asked of all candidates, both men and women.
<b>HEALTH</b>	Any question about health. Examples: How is your health? How is your family's health?	None.
<b>MILITARY SERVICE</b>	Any question about type of discharge or registration status. Example: Were you honorably discharged from military service?	Questions about education and experience acquired in the military that relate to a particular job.

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<b>NAME</b>	<p>Questions about national origin, ancestry, or prior marital status.</p> <p>Examples: What kind of a name is that? Is that your maiden name?</p>	<p>May ask about current legal name.</p> <p>Example: Is additional information, such as a different name or nickname necessary in order to check job references?</p>
<b>NATIONAL ORIGIN</b>	<p>Any questions about national origin or citizenship.</p> <p>Examples: Are you legally eligible to work in the U.S.A? Where were you or your parents born? What is your native language?</p>	<p>May ask if legally authorized to work in this specific position, if all applicants are asked this question.</p>
<b>ORGANIZATIONS</b>	<p>Inquiries about membership in organizations that might indicate race, sex, religion, or national origin.</p>	<p>Inquiries about membership in professional organizations related to the position.</p>
<b>RACE, COLOR, HEIGHT, WEIGHT</b>	<p>Questions about complexion, color, height, or weight.</p>	<p>None.</p>
<b>SEXUAL ORIENTATION</b>	<p>Any question about sexual orientation.</p> <p>Examples: Are you gay? Why do you wear an earring?</p>	<p>None.</p>
<b>WORK EXPERIENCE</b>	<p>Inquiries posed to members of minority groups based on generalizations or stereotypes of the group.</p> <p>Examples: Questions about use of sick leave, or workers compensation.</p>	<p>Questions about applicants' previous employment experience.</p>