

INTERVIEWING GUIDELINES

Regarding:	You May:	You May Not:
<b>Name:</b>	<ul style="list-style-type: none"> <li>Ask whether an applicant's work records are under another name, for purposes of accessing these records</li> </ul>	<ul style="list-style-type: none"> <li>Ask the ethnic origin of an applicant's name</li> <li>Ask if a woman is a Miss, Mrs., or Ms.</li> <li>Request applicant to provide maiden name</li> </ul>
<b>Address/Housing:</b>	<ul style="list-style-type: none"> <li>Ask for applicant's address, phone number, and/or how he/she can be reached.</li> </ul>	<ul style="list-style-type: none"> <li>Request place and length of current and previous addresses.</li> </ul>
<b>Age:</b>	<ul style="list-style-type: none"> <li><b>After hiring:</b> require proof of age by birth certificate.</li> <li>Indicate minimum legal age for specific type of employment</li> </ul>	<ul style="list-style-type: none"> <li>Ask Age or age group of applicant</li> <li><b>Before hiring:</b> request birth certificate or baptismal record</li> </ul>
<b>Race/Color National Origin:</b>	<ul style="list-style-type: none"> <li>Indicate the institution is an equal opportunity employer</li> <li><b>After hiring:</b> Ask race and/or national origin for Affirmative Action plan statistics.</li> </ul>	<ul style="list-style-type: none"> <li>Make an inquiry that would indicate race, color, or national origin.</li> <li>Ask if U.S. residence is legal</li> <li>Ask if spouse is a citizen.</li> </ul>
<b>Gender:</b>	<ul style="list-style-type: none"> <li>Indicate the institution is an equal opportunity employer.</li> <li><b>After hiring:</b> Ask gender for Affirmative Action plan statistics.</li> </ul>	<ul style="list-style-type: none"> <li>Make an inquiry that would indicate gender unless job related (Such jobs require written state government approval.)</li> </ul>
<b>Religion/Creed:</b>	<ul style="list-style-type: none"> <li>State normal hours and days of work required by the job to avoid possible conflict with religious convictions.</li> </ul>	<ul style="list-style-type: none"> <li>Ask applicant's religion or religious customs and holidays.</li> <li>Request recommendations from church officials.</li> </ul>
<b>Sexual Orientation:</b>	<ul style="list-style-type: none"> <li>Indicate that the institution prohibits discrimination on the basis of sexual orientation and gender identity.</li> </ul>	<ul style="list-style-type: none"> <li>Inquire about sexual orientation or gender identity.</li> </ul>
<b>Citizenship:</b>	<ul style="list-style-type: none"> <li>Ask whether ALL applicants are legally authorized to work in the United States</li> </ul>	<ul style="list-style-type: none"> <li>Ask for date of citizenship or whether applicant is native-born or naturalized</li> <li>Ask whether parents are native-born or naturalized citizens.</li> <li><b>Before hiring:</b> Require proof of citizenship</li> </ul>
<b>Marital/Parental/ Family Status:</b>	<ul style="list-style-type: none"> <li><b>After hiring:</b> Ask marital and parental status for insurance and tax purposes.</li> <li><b>After hiring:</b> Ask name, relationship, and address of person to be notified in case of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li><b>Before hiring:</b> Ask marital status</li> <li>Ask the number and/or age of children, who cares for them, and if applicant plans to have more children.</li> </ul>
<b>Military Service</b>	<ul style="list-style-type: none"> <li>Inquire into service in the U.S. armed forces</li> <li>Ask about branch of service, rank attained, and any job related experience</li> </ul>	<ul style="list-style-type: none"> <li>Request military service records.</li> <li>Ask about military service in armed service of any other country</li> <li>Ask about type of discharge.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>Ask whether the applicant has the academic, professional, or vocational training required for the job, and ask which institution provided it.</li> <li>Ask about language skills such as reading and writing foreign language, if job related.</li> </ul>	<ul style="list-style-type: none"> <li>Ask the racial or religious affiliation of schools attended.</li> <li>Ask how foreign language ability was acquired.</li> </ul>
<b>Criminal Record</b>	<ul style="list-style-type: none"> <li>Inquire about convictions if the reason for the inquiry is a business necessity</li> </ul>	<ul style="list-style-type: none"> <li>Inquire about arrests.</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>Request general and work references not relating to race, color, religion, sex, national or ethnic origin, age, disability, marital status, sexual orientation or gender identity</li> </ul>	<ul style="list-style-type: none"> <li>Request references from persons who might reflect race, color, religion, sex, national or ethnic origin, age, disability, marital status, sexual orientation or gender identity.</li> <li>Request to contact persons not identified on the references list.</li> </ul>
<b>Organizations</b>	<ul style="list-style-type: none"> <li>Inquire about professional organizations, union memberships, and any offices held</li> </ul>	<ul style="list-style-type: none"> <li>Request listing of all clubs to which applicant belongs or has belonged.</li> </ul>
<b>Photographs</b>	<ul style="list-style-type: none"> <li><b>After hiring:</b> Require photographs for identification purposes</li> </ul>	<ul style="list-style-type: none"> <li><b>Before hiring:</b> Request photographs</li> </ul>
<b>Work Schedule</b>	<ul style="list-style-type: none"> <li>Ask about willingness to work the required work schedule.</li> <li>Ask if applicant has military reservist obligations</li> </ul>	<ul style="list-style-type: none"> <li>Ask about willingness to work any particular religious holidays</li> </ul>
<b>Physical Data</b>	<ul style="list-style-type: none"> <li>Require proof of ability to do manual labor, lifting, and other written physical requirements if necessary for the job</li> </ul>	<ul style="list-style-type: none"> <li>Ask height, weight, impairment, or other nonperformance related physical data.</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>Ask whether the applicant is capable of performing the essential functions of the job with reasonable accommodation</li> </ul>	<ul style="list-style-type: none"> <li>Exclude disabled applicants as a class on the basis of their type of disability. (Each case must be determined on an individual basis by law.)</li> <li><b>Before hiring:</b> Initiate questions regarding the specific accommodations</li> </ul>
<b>Other Qualifications</b>	<ul style="list-style-type: none"> <li>Inquire about any area that has direct relevance to the job.</li> </ul>	<ul style="list-style-type: none"> <li>Inquire about political affiliation.</li> <li>Make any inquire not related to a bona fide requirement of the job that may present information permitting unlawful discrimination.</li> </ul>