

INTERVIEWING GUIDELINES

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