

## Appropriate and Inappropriate Interview Questions

| SUBJECT                | APPROPRIATE  | INAPPROPRIATE  |
|------------------------|--|--|
| AGE                    | None   | Questions about age, requests for birth certificate  |
| CITIZENSHIP            | May ask about legal authorization to work in the specific position, if all applicants are asked.                         | May not ask if person is a U.S. citizen.   |
| EDUCATION              | May ask about degrees held or appropriate experience.  | Questions about education not related to job performance.  |
| DISABILITY             | May ask about ability of applicant to perform job-related functions.   | Whether applicant has a disability, specific questions about accommodation (“How will you get to work?”)   |
| MARITAL/FAMILY STATUS  | Whether an applicant can meet the requirements of the position – should ask all applicants, regardless of age or gender. | Any inquiry about marital status, children, pregnancy, or child care plans. If applicants ask about dual career couple issues, day care, “stop-the-clock” programs, or related topics, you may give information. |
| NAME                   | May ask current legal name.  | May not ask about prior marital status or the national or ethnic origin of the name.   |
| NATIONAL ORIGIN        | May ask all applicants if legally authorized to work in the position.  | May not ask whether applicant is legally eligible to work in the United States, or how they came to the country.   |
| ORGANIZATIONS          | May ask about professional organizations related to the position.  | May not ask about organizations that indicate race, sex, religion, national origin, etc.   |
| RACE, COLOR, ETHNICITY | None   | Comments about complexion, skin color, height, weight, personal appearance   |
| RELIGION               | May ask if applicant would be able to work required schedule. May inform applicant that accommodation possible.          | May not ask about religious preferences, affiliations, or denominations.   |