

Guidelines for Interview Questions

Area of Inquiry	Allowed	Not Permitted
<u>Address/Duration at Address</u>	<ul style="list-style-type: none"> Place and length of current and previous address 	<ul style="list-style-type: none"> Names and relationships of persons with whom the applicant resides Inquiries about foreign addresses Home ownership
<u>Affiliations</u>	<ul style="list-style-type: none"> Professional or trade groups/associations membership Positions held in professional organizations 	<ul style="list-style-type: none"> Social, ethnic, religious organization/group membership
<u>Age</u>	<ul style="list-style-type: none"> Proof of age (<i>after hire only</i>) 	<ul style="list-style-type: none"> Age or age group Birth certificate (prior to hire) Birthdate Graduation dates
<u>Citizenship</u>	<ul style="list-style-type: none"> Eligibility to work in the U.S. If asked, must be asked of all applicants 	<ul style="list-style-type: none"> Citizenship, U.S or other country If native born or naturalized If parent or spouse is native born or naturalized Date of citizenship Proof of citizenship prior to hire
<u>Credit Rating</u>	<ul style="list-style-type: none"> No questions can be asked 	<ul style="list-style-type: none"> Credit ratings or scores Financial/economic status and history
<u>Criminal Record</u>	<ul style="list-style-type: none"> Convictions or imprisonment for crimes that are related to job duties 	<ul style="list-style-type: none"> Arrests (without convictions)
<u>Disability</u>	<ul style="list-style-type: none"> Whether a candidate could perform essential job functions 	<ul style="list-style-type: none"> Medical conditions including mental health, current and previous Prescription drugs History of rehab or addiction Worker's compensation claims Weight and height Need for an accommodation prior to making a job offer
<u>Gender</u>	<ul style="list-style-type: none"> No questions can be asked 	<ul style="list-style-type: none"> Gender/gender identity of applicant Physical requirements for position
<u>Marital and Family Status</u>	<ul style="list-style-type: none"> Availability for anticipated work schedules Offer information on University/community resources If asked, must be asked of all applicants 	<ul style="list-style-type: none"> Marital status, maiden name, and name of spouse/partner Number and age of children or childcare arrangements Pregnancy and future plans to have children Living arrangements
<u>Military Service</u>	<ul style="list-style-type: none"> Service in the U.S. military Branch of service and rank 	<ul style="list-style-type: none"> Military records Military service in other countries Type of discharge

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<u>National Origin</u>	<ul style="list-style-type: none"> • Languages candidate reads or writes 	<ul style="list-style-type: none"> • Place of birth or citizenship • Parental heritage • Ethnic club/organization affiliation • Native language/how language was acquired
<u>Race</u>	<ul style="list-style-type: none"> • No questions can be asked 	<ul style="list-style-type: none"> • Questions related to race or color of skin, eyes or hair
<u>Religion</u>	<ul style="list-style-type: none"> • Anticipated work schedules of all employees • If asked, must be asked of all applicants 	<ul style="list-style-type: none"> • Religious denomination, affiliations, or organizations/societies • Religious beliefs, practices, celebrations, holidays or customs • Church/place of worship attendance • Requirements for working on religious holidays
<u>Sexual Orientation</u>	<ul style="list-style-type: none"> • No questions can be asked 	<ul style="list-style-type: none"> • Spouse/partner, heterosexual or homosexual • Gender identity