

GUIDELINES FOR INTERVIEWING CANDIDATES

- Maintain control of the process by keeping all questions relevant to the job requirements.
- Treat women, men, minority applicants and persons with disabilities in the same professional manner.
- In making a selection or recommendation, avoid making assumptions.
- Since, under our judicial system, a person is presumed innocent until proven guilty (convicted), records of arrest without conviction are meaningless; thus, it is inappropriate to inquire about an arrest record. It is permissible to inquire about an applicant's conviction record for "security sensitive" jobs.
- Do not indicate that you're interested in hiring a woman or minority applicant or person with a disability as a statistic to improve your department's Affirmative Action/Equal Opportunity profile.
- Ask only questions that are bona fide occupational qualifications (BFOQ) – Questions directly related to a candidate's ability to do the job.

Subject	Acceptable Inquiries	Unacceptable Inquiries
Name	Whether the applicant has worked under another name.	Inquiries about the name that would seek to elicit information about the candidate's ancestry or descent. Inquiries about name change due to a court order, marriage, or otherwise.
Birthplace	See citizenship below.	Birthplace of applicant, spouse, parents, or other relatives.
Citizenship	Statement that employees must be eligible to work in the United States.	Any inquiries about citizenship or whether the applicant is or intends to become a U.S. citizen.
Residence Nationality	Place of residence Length of residence in this city.	Specific inquiries into foreign addresses that would indicate national origin, nationality of applicant. Whether applicant owns or rents home.
Age	Can inquire if applicant meets minimum age requirements, or state that proof may be required upon hiring.	Cannot require that applicant state age or date of birth. Cannot require that applicant submit proof of age before hiring. Any questions that may tend to identify applicants over 40 years of age.
Sex	Inquiry or restriction of employment is permissible only when a Bona Fide Occupational Qualification exists.	Any inquiry that would indicate sex of applicant. Applicant's sex cannot be used as factor for determining whether an applicant will be "satisfied" in a particular job.
Marital and family status, sexual identity	Whether applicant can meet specific work schedules.	Marital status or number of dependents. Names, ages, or addresses of spouse, children, or relatives. Questions about sexual identity, orientation, or preference.

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Race, color, physical	Voluntary submission of AA/EEO information is made directly to the Office of Social Equity and Civic Engagement	Inquiry as to applicant's race, color of skin, eyes, or hair or other questions directly or indirectly indicating race or color. Applicant's height or weight when it is not relevant to the job.
Disability	Can ask an applicant questions about his or her ability to perform job-related functions.	General inquiries ("Are you disabled?") that would tend to reveal disability or health conditions that do not relate to fitness to perform the job.
Education	Applicant's academic, vocational attainment.	Date last attended high school (reflects age).
Pregnancy	No acceptable inquiry.	Any question concerning pregnancy or birth control.
Arrests and convictions	Asking about conviction of a crime related to job qualification.	Asking about arrests.
Religion	No acceptable inquiry.	Any questions requesting the applicant's religious affiliation, church, parish, pastor, or religious holidays observed.
Military Experience	If needed for employment history, you may ask about applicant's military experience in the U.S. Armed Forces.	Any question into applicant's general military experience. Any question into type of discharge.
Organizations	Any question into applicant's membership in organizations which the applicant considers relevant to his/her ability to perform the job.	Asking what organizations, clubs, and societies the applicant belongs to that are not relevant to his/her ability to perform the job (political, social, religious, etc.)