

## Prohibited Interview Questions

	<b>You MAY ask:</b>	<b>You may <u>NOT</u> ask:</b>
<b>IDENTITY</b>	<p>"What is your full name?"</p> <p>"Have you ever used another name? If so, what was it?"</p>	<p>"Have you ever changed your name by court order or other means?"</p>
<b>ADDRESS/ RESIDENCE</b>	<p>"What is your address?"</p> <p>"What is your phone number?"</p> <p>"How long have you lived in this city/state?"</p> <p>"Can you be reached at this address? If not, would you care to leave another?"</p> <p>"Can you be reached at this phone number? If not, would you care to leave another?"</p>	<p>"Do you own or rent your home?"</p> <p>"Do you live with your spouse?"</p> <p>"With whom do you live?"</p> <p>"How long have you lived in this country?"</p>
<b>AGE</b>	<p>"Are you over the age of 18?"</p> <p>"Can you meet the minimum age requirements set by law?"</p>	<p>"How old are you?"</p> <p>"When did you graduate?"</p> <p>"What is your birthdate?"</p>
<b>AIDS</b>	<p>"Are you able to perform the essential functions of the job you are applying for?"</p>	<p>Any questions to inquire whether an applicant (or current employee) has AIDS or HIV.</p>
<b>ARREST/ CONVICTION RECORDS</b>	<p>Employers may ask applicants regarding convictions for crimes that are reasonably related to the performance of their job. Employers may ask questions about arrests, but must include inquiries concerning whether charges are still pending, have been dismissed, or led to conviction of a crime involving behavior that would adversely</p>	<p>Any questions about arrests that did not occur in the past ten (10) years.</p>

	<p>affect job performance, and whether the arrest occurred in the last ten (10) years.</p> <p>Law enforcement, certain state agencies, school districts, businesses and other organizations that have a direct responsibility of the supervision, care, or treatment of children, the mentally ill or disabled persons or other vulnerable adults, may have more latitude to ask questions regarding arrests.</p> <p>Employers should also check state laws regarding inquiries regarding arrest records.</p>	
<b>CITIZENSHIP</b>	<p>"Are you authorized to work in the U.S.?"</p> <p>"Does your Visa or immigration status prohibit employment? (Do not ask these questions only of foreign-looking or foreign-sounding applicants).</p>	<p>"Are you a U.S. citizen?"</p> <p>"When did you become a U.S. citizen?"</p>
<b>RACE/COLOR</b>		<p>Any questions concerning race, skin color, eyes, hair, etc...</p>
<b>DISABILITY</b>	<p>"Are you currently able to perform the essential duties of the job(s) for which you are applying?"</p> <p>"Are you willing to take a medical examination if offered the job?" (Lawful if asked of all applicants for job position)</p> <p>If the disability is obvious, or disclosed, you may ask about reasonable accommodations.</p>	<p>"Do you have any disabilities/medical conditions?"</p> <p>"Please complete the following medical history."</p> <p>"Have you ever been treated for a medical condition?"</p> <p>"Are you taking any prescribed drugs?"</p> <p>"Have you ever been treated for drug addiction or alcoholism?"</p> <p>"Have you had any illnesses or operations?"</p>

		<p>"When was your last physical exam?"</p> <p>"When did you lose your eyesight?"</p> <p>"Do you need an accommodation to perform the job?" (Can be asked only after a job offer has been made)</p>
<p><b>EDUCATION</b></p>	<p>"Are you presently enrolled or do you intend to enroll in school?"</p> <p>"What subjects did you excel at in school?"</p> <p>"Did you participate in extracurricular activities?"</p> <p>"What was your major?"</p> <p>"Did you work an outside job while attending school? Doing what?"</p> <p>"What did you like/dislike about your part-time job during school?"</p> <p>"Are you interested in continuing your education?"</p> <p>"Did your education prepare you for the job you are seeking with our organization? In what ways?"</p>	<p>"What dates did you attend school?"</p> <p>"What year did you graduate?"</p> <p>Any questions that relate to the nationality, racial or religious affiliation of a school.</p> <p>"Who paid your educational expenses while you were in school?"</p> <p>"Did you go to school on a scholarship?"</p> <p>"Do you still owe on student loans taken out during school?"</p>
<p><b>EXPERIENCE, SKILLS &amp; ACTIVITIES</b></p>	<p>"Do you have any special skills or knowledge?"</p> <p>"Are your skills recent?"</p> <p>"When did you last use an [specific machine]?"</p> <p>"Are you active in community affairs?"</p> <p>"Are there any activities that provided you with experience, training or skills that you feel would be helpful to the position</p>	<p>"Does your physical condition make you less skilled?"</p>

	<p>for which you are applying?"</p> <p>"How will your involvement in this activity affect your work here?"</p>	
<b>FAMILY</b>	<p>"Do you have any commitments that would prevent you from working regular hours?"</p> <p>"Can you be at work every morning at __ a.m.?"</p> <p>"Would you be willing to relocate?"</p> <p>"Would you be willing to travel as needed for the job?" (Permissible if asked of all applicants for position)</p> <p>"Can you work overtime, if necessary?" (Permissible if asked of all applicants for position)</p> <p>"Are you now or do you expect to be engaged in any other business or employment? If yes, please describe. How much time does it require?"</p>	<p>"How many children do you have?"</p> <p>"What are your childrens' ages?"</p> <p>"Do your children go to daycare?"</p> <p>"What does your spouse do?"</p> <p>"Are you covered by your spouse's medical insurance?"</p> <p>"Is your spouse the primary financial support of the family?"</p> <p>"How does your spouse feel about you working?"</p>
<b>MARITAL STATUS</b>	<p>"Please state the name(s) of any relatives already employed by this organization or a competitor."</p> <p>"Whom should we contact in case of an emergency?"</p>	<p>"Is it Ms. or Mrs.?"</p> <p>"Are you single? Married? Separated? Engaged? Divorced? Widowed?"</p>
<b>MILITARY SERVICE</b>	<p>"Have you served in the U.S. Military?"</p> <p>"Did your military service and training provide you with skills you could put to use in this job?"</p> <p>"How did you feel about your time in the Army, Navy, etc...?"</p> <p>"In what branch of the military did you serve?"</p>	<p>"Have you served in the army of a foreign country?"</p> <p>"What type of discharge did you receive from the U.S. Military?"</p> <p>"Can you provide discharge papers?"</p>

<b>GENDER</b>		"This department is all male. As a female, would you find that difficult?"
<b>NATIONAL ORIGIN</b>	In order to comply with the Federal Immigration Reform and Control Act of 1986, you can ask: "Are you prevented from being employed in the U.S. because of your visa or immigration status?"	<p>"What is your national origin?"</p> <p>"Where were you born?"</p> <p>"What is the origin of your name?"</p> <p>"What country do your ancestors come from?"</p> <p>"What is your native language?"</p> <p>"What language is spoken in your home?"</p> <p>"Do you read, write or speak another language?" (Only if pertinent to or required for the job)</p>
<b>GROUPS</b>	"What professional organizations do you belong to? Please exclude any whose names or character would indicate race, color, national origin, disability, medical condition, marital status, religion, or any other protected basis."	For a list of all organizations, clubs, societies and groups to which the applicant belongs.
<b>PHOTOS</b>	For a photograph after hiring for identification purposes.	Any applicant to submit a photograph (whether mandatory or optional) before hiring.
<b>PREGNANCY</b>	<p>"How long do you plan to stay on the job?"</p> <p>"Do you foresee any long term absences from work in the future?" (If asked of both male and female applicants)</p> <p>"Are you currently able to perform the essential duties of the job(s) for which you are applying?"</p>	<p>"Are you pregnant?"</p> <p>"Do you plan to become pregnant?"</p> <p>Any questions regarding medical history and concerning pregnancy and related matters.</p>
<b>PRIOR JOB HISTORY</b>	"How many days did you take off from work in the prior year?"	"How many sick days did you take off at your old job?"

	<p>"How did you overcome problems you faced at your prior organization?"</p> <p>"Which problems frustrated you the most?"</p> <p>"Of the jobs indicated on your application, which did you enjoy the most, and why?"</p> <p>"What were your reasons for leaving your last job?"</p> <p>"Have you ever been terminated from any job? If so, for what reason?"</p>	
<p><b>RELIGION/ CREED</b></p>		<p>"What is your religion?"</p> <p>"What church do you go to?"</p> <p>"What are your religious holidays?"</p>
<p><b>PERSONAL</b></p>	<p>"Are you able to lift a 50 pound weight and carry it 100 yards, as required for this position?"</p> <p>Any other job-related physical, mental or emotional requirement.</p> <p>Telling the applicant that the facility is a "smoke-free" work environment.</p>	<p>"How tall are you? How much do you weigh?" (Not acceptable unless minimum standards are essential for the safe performance of the job)</p> <p>"Are you a smoker or non-smoker?"</p>