

## Interview Questions DO's and DON'T'S

\*Will you be able to meet the attendance requirements for this job?

Are you married?

Will you be starting a family anytime soon?

I love your accent, where are you from originally?

\*This job requires you to lift things heavier than 20 lbs. Have you had prior medical problems that would prevent you from being able to do so? (Trick question)-what's a different way to ask? Are you able to full fill the physical requirements of the position?

\*Where do you live? (acceptable as could be concern due to commute that may be excessive)

Are you a US citizen? you can't ask questions about whether they are citizens, how long they've lived in the U.S., or what country they are originally from.

\*What did you hate about your last job? (although negative question, is acceptable but can lead to negative answer-what position did you like best, or job or what part of last job did you like best)

Did you take sick days or extended leave last year? Can lead to Health and disability discrimination

Do you have children? You cannot ask a candidate if they are planning a family, if they are pregnant or current family status.

Have you made child care arrangements? Employers are allowed to ask about family life if they already know they have children. Stated it in the interview w/o asking. "Some questions relating to family life such as 'how would you balance childcare with your work?' are legal . If they ask you if you have children or plan to, though, that's when you know they're overstepping the line.

**I recognize you somehow-What year did you graduate?** Can lead to age discrimination. For background purposes or job specific purposes such as bartending, then you would request the formal date of birth on application. Never disclose in an interview-

\*“How many languages are you fluent in or I see on your resume, you are bilingual...in what language? If the job has a requirement or likes a requirement for the position you can inquire.

\*Are you legally authorized to work in the United States?

**Were you honorably discharged?** To obtain information about an applicant's military service, an employer is **permitted** to make inquiries on the dates of military service, duties performed, rank during service at the time of discharge, pay during service and at the time of discharge, training received, and work experience. *But NOT regarding their discharge!*

\*What is your credit history like? Prospective employers can't ask about your financial status or credit history during interviews, unless you're applying for certain financial or banking positions. Employers can check a prospective employee's credit with their permission. (our application allows for this in disclosures)

**What gender do you identify as?**

\*Do you know anyone who works for this company? In some cases, a business might have regulations that prohibit family or friends from working together. This question also helps the interviewer anticipate any disruptions that might result from hiring an employee with social connections to the company.

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*\*these questions are ok to ask because it allows us to obtain information if candidate meets job requirements.*

What is an Illegal question in a workplace interview? An illegal question is **one where the applicant is being asked to share information that has no bearing on the position they have applied for**

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Bottom line is to stay focused on the job being interviewed and determine criteria for that position.

All questions need to be basically the same and relate strictly to knowledge, skills and abilities of the role. Some questions may require physical ability and be deemed a requirement of job. Could have physical pre screen testing for this.

Any questions that reveal:

- *Birthplace, race, citizenship, national origin, ethnicity;*
- *Age;*
- *Gender, gender identity, sexual orientation, etc.;*
- *Family and marital status;*
- *Pregnancy (existing or planned);*
- *Medical information & genetic background;*
- *Disability;*
- *Household situation;*
- *Religion and church attendance;*
- *Arrest record;*
- *Military status;*
- *Financial information*
- To obtain information about an applicant's military service, an employer is **permitted** to make inquiries on the dates of military service, duties performed, rank during service at the time of discharge, pay during service and at the time of discharge, training received, and work experience.