

INTERVIEW QUESTIONS: WHAT TO ASK? WHAT NOT TO ASK?

Resource Page #11

SUBJECT	WHAT MAY BE ASKED	WHAT MAY NOT BE ASKED
Age	Are you over 18 (or 21 for certain jobs)?	<ul style="list-style-type: none">• How old are you?• What is the date of your birth?
National origin	Not Applicable	Inquiry into applicant's lineage, ancestry, national origin, descent, parentage or nationality; nationality of parents or partner; applicant's native language
Gender	Not Applicable	A pre-employment inquiry regarding gender on an application form
Religion	Not Applicable	Inquiry into an applicant's religious denomination, affiliation, church, parish, pastor, or religious holidays observed. Avoid any question regarding organizations and/or affiliations that would identify religion.
Marital status	Not Applicable	<ul style="list-style-type: none">• Are you married?• Where does your partner work?• What are the ages of your children, if any?• What was your maiden name?

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Disability	Specific questions related to job duties (e.g. Do you have a driver's license? Can you lift 50 pounds?)	<ul style="list-style-type: none"> • Do you have a disability? • Have you ever been treated for the following diseases (list of diseases)? • Has any member of your family ever had any of the following diseases?
Name	<ul style="list-style-type: none"> • Have you ever worked for ISU under a different name? • Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain. 	Original name of an applicant whose name has been changed by court order or otherwise. Maiden name of a married woman. Has applicant ever worked under another name, state name, or address?
Address	Applicant's place of residence.	<ul style="list-style-type: none"> • Do you rent or own your home? • How long did you live at each particular address?"
Birthplace	Not Applicable	Birthplace of applicant. Birthplace of applicant's parents, partner, or other close relatives.
Photograph	Not Applicable	Requiring an applicant to affix a photograph to the employment application at any time before hiring.

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Education	Inquiry into the academic, vocational, or professional education of an applicant and the public and private schools they attended.	Not Applicable
Citizenship	Are you legally authorized to work in the U.S.?	Country of citizenship. Whether an applicant is a naturalized or native-born citizen; the date when the applicant acquired citizenship. Requirement that applicant produce naturalization papers or first papers. Whether parents or partner are naturalized or native-born citizens of the U. S. The date when such parents or partner acquired citizenship.
Organizations	Are you a member of any professional societies or organizations?	Inquiry into applicant's membership in nonprofessional organizations (e.g. clubs, lodges)
References	Names of appropriate employment references.	Not Applicable
Languages	<ul style="list-style-type: none"> • Which languages do you read fluently? • Write fluently? • Speak fluently? 	Inquiry into how applicant acquired the ability to read, write, or speak a foreign language.

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Height, weight, strength	Questions may be asked only if the employer can prove these requirements are necessary to do the job.	Not Applicable
Relatives	Names of applicant's relatives already employed by the university.	Names, addresses, ages, number, or other information concerning applicant's children or other relatives not employed by the university.
Notice in case of emergency	Names and addresses of persons to be notified in case of an accident or emergency.	Not Applicable
Military	<ul style="list-style-type: none"> • Have you ever been a member of the armed services of the U. S. or in a state militia? • If so, did your military experience have any relationship to the position for which you have applied? 	Inquiry into an applicant's general military experience or type of discharge.

SUBJECT

WHAT MAY BE ASKED

WHAT MAY NOT BE ASKED

Character

- Have you ever been convicted of a felony?
- If so, when, where, and what was the disposition of the offense?
- Have you ever been convicted of a misdemeanor during the last five years, except for a first conviction for simple assault, disturbing the peace, drunkenness, speeding, or other minor traffic violations?
- Have you been convicted of a misdemeanor which occurred more than five years prior to the date of application where your term of imprisonment was completed less than five years prior to the date of application?

Have you been arrested?
(An employer's use of an individual's arrest record to deny employment would, in the absence of business necessity, constitute a violation of the human rights law.)