

BEST PRACTICES FOR CONDUCTING INCLUSIVE INTERVIEWS

Interviews are a key practice in hiring and promotion of qualified candidates. The following list of considerations for each category of question is an effort to conduct the most inclusive and welcoming interviews. Impermissible inquiries do not necessarily lead to liability under the anti-discrimination statute, but they are discouraged because they can generate an inference of an impermissible decision based on protected characteristics.

Category	Permissible Inquiry	Impermissible Inquiry
Age	Are you over 18 (or 21 for certain jobs)?	Inquiry about the candidate's date of birth
Armed Service History	Have you ever been a member of the armed services of the United States or in a state militia? What experience do you have that relates to this position?	Inquiry into applicant's type of discharge or general military experience. Asking whether they intend to continue service.
Birthplace	None	Inquiry about the candidate or their family's places of birth
Citizenship	Are you legally authorized to work in the United States?	Questions related to the candidate's immigration status
Conviction History	Inquiry about convictions related to the qualifications of the job.	Inquiries about convictions unrelated to the qualifications of the job or arrest records / records not indicative of guilt.
Disability	Questions related to performance of job-related functions. Questions about current drug and alcohol use.	Questions about cosmetic disfigurement, impairments, history of impairments, history of addiction / alcoholism. Questions about current prescriptions.
Domicile	Current address to send correspondence	Whether the candidate rents or owns and how long they have lived there.
Education	Questions related to the candidates academic, vocational, or professional education	Questions designed to elicit the candidate's date of birth or age

Category	Permissible Inquiry	Impermissible Inquiry
Experience	Inquiry into work experience. Inquiry into countries applicant has visited.	None.
Familial Status	None.	Inquiry or discussion about marital status, number or age and age of children, pregnancy, child care arrangements or maternity plans.
Gender Identity	Asking a candidate, if unsure, what their correct pronouns are.	Questions about whether they have had surgery or how they are dressed.
Height or Weight	Questions eliciting this information can only be asked if job-related and consistent with business necessity.	Questions eliciting this information can only be asked if job-related and consistent with business necessity.
Language	What languages does the candidate speak, write, read fluently?	How the candidate acquired the ability to read, write or speak a foreign language
Marital Status	None.	Are you married / divorced? What was your birth name? What are the ages of your children?
Memberships	Are you a member of any professional societies or organizations?	Inquiry into applicant's affiliation with non-professional / political organizations
National Origin	None.	None.

Category	Permissible Inquiry	Impermissible Inquiry
Name	Name, nickname	Inquiry into a name which elicits information about a protected class.
Political Affiliation	None	Questions about political leanings or how the applicant voted
Race, Ethnicity, Color	None	None
Relatives	Questions about nepotism qualifications (relatives who already work at ISU)	Questions which elicit information regarding candidate's familial or marital status
Religion / Creed	None	Any question attempting to elicit religious affiliation
Sex	None	Any question which would elicit the candidate's sex
Sexual Orientation	None	Any question which would elicit the candidate's sexual orientation
Work Schedule	Questions related to the ability to be present during work hours	Questions asking an applicant if they observe religious holidays / observances
Acknowledgements: Harvard Office of Human Resources, MIT Faculty Search Committee Handbook (2002), Wright State University and Michigan University.	Handbook." Massachusetts Institute of Technology, http://web.mit.edu/cortiz/www/Diversity/FacultySearch.pdf (Jan. 2002).	Guidelines for Appropriate & Off-Limits Questions to Ask in a Job Interview, University of Michigan Medical School, https://faculty.medicine.umich.edu/appointments-promotions/appointment-policies/michigan-medicine-search-committee-recruitment-toolkit/guidelines-appropriate-limits-questions-ask-job .
"Guide to Acceptable Interview Questions." Harvard University, http://faculty.harvard.edu/files/fdd/files/guide_to_acceptable_interview_questions.pdf	"Interview Considerations and Best Practices." Wright State University, https://www.wright.edu/equity-and-inclusion/employment-and-recruitment/interview-considerations-and-best-practices	
"Faculty Search Committee		