

| <u>Question</u> | <u>Purpose</u> |
|------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>internal customers?</p> <p>Worked in a decentralized environment?</p> <p>What were your challenges and how did you succeed?</p> | |

Questions in the Interview Process - "What you can ask and can't ask"

In framing and asking questions, there are some considerations to limit the potential for bias and to maintain compliance with employment regulations. A list of what you "can and can't ask" follows below.

If a candidate divulges information that could be interpreted as covering one of the topics on this list, we recommend you do not acknowledge the information, do not record it in your interview notes, and do not ask any follow up question related to it. The information cannot be used in any way in further consideration of the candidate.

| <u>Subject</u> | <u>May Ask</u> | <u>May Not Ask</u> |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Name | May ask candidate for their name. | Whether a person worked under a different name; questions that would divulge ancestry or marital status. |
| Address | May ask candidate for their preferred contact information, or ask if their contact information has changed since they initially applied. | How long have you lived in the United States? What foreign addresses have you had? |
| Age | Nothing | Applicant's age, date of birth, proof of age. |
| Citizenship | Should be covered through the Application for Employment only (asking whether an applicant is currently authorized to work in the United States). | Whether applicant, parents, or spouse are naturalized or native-born U.S. citizens; of what country applicant is a citizen. |

| <u>Subject</u> | <u>May Ask</u> | <u>May Not Ask</u> |
|-----------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Visa Status | Nothing | Type of visa or for only certain INS documents. May not reject applicants with valid work permits which expire at a future date. |
| Birthplace | Nothing | Any inquiry unto place of birth, or that of parents, spouse, grandparents, or other relatives. |
| Sex | Nothing | May not comment on person's sex unless it is a <u>bona fide</u> occupational qualification (BFOQ) which has been identified up-front. This is highly unlikely in an academic environment. |
| Disabilities & Physical Data | Ability to perform essential functions of the job (with or without accommodation) | Questions about physical or mental limitations that is not job-related, including applicant's height, weight, or medical conditions. |
| Marital Status | Nothing | Whether applicant is married, single, divorced, engaged, widowed, or living with someone. |
| Sexual Preference | Nothing | Whether applicant is homosexual, heterosexual, bisexual, or any other question pertaining to sexual tendencies or preferences. |
| Lifestyle | Nothing | Anything involving the applicant's natural and preferred way of living. |
| Family | Nothing | Any question concerning family size, family planning, intent to have children, child's age, childcare arrangements, spouse's employment, or spouse's income. |
| Religion | If work schedule requires weekend work, may ask if applicant is able to work on weekends | About religious denomination, affiliation, church, synagogue, religious holidays observed; or whether applicant regularly attends a house of worship. |

| <u>Subject</u> | <u>May Ask</u> | <u>May Not Ask</u> |
|-----------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pregnancy | Nothing | About the applicant's plans for having children; about medical history concerning pregnancy and health related matters; about whether applicant is currently pregnant. |
| Military Status | About job-related experiences gained in the military. | About branch of service; type of discharge. |
| Education | About educational institutions attended; training; degrees | About religious or racial affiliations of school attended; the applicant's native language; educational experience that is not necessary to perform the job. |
| Organizations | About professional organizations | About other organizations including those that indicate race, color, religion, sex, marital status, national origin, veteran status, political affiliation, or disability of applicant. |
| Arrest History | Nothing | About arrests, or time spent in jail. Arrests without convictions do not indicate guilt. |
| Convictions | Should be covered through the Application for Employment only | General questions about whether applicant has ever been convicted. |
| Housing | How applicant can be reached if there is no telephone at home | Whether applicant owns or rents an apartment or house. |
| Financial Position | Nothing | About credit ratings, garnishments, debts, to whom debts are owed. |
| Status of Being Unemployed | Nothing | About whether or not the applicant is currently unemployed. |

