

INTERVIEWING DO'S AND DON'TS

Category	May Ask	Do Not Ask
<u>Sex and Family Arrangements</u>	<ul style="list-style-type: none"> · If applicant has relatives already employed by the organization 	<ul style="list-style-type: none"> · Sex of applicant · Number of children · Marital Status · Spouse's occupation · Child care arrangements · Health care coverage through spouse
<u>Race</u>		<ul style="list-style-type: none"> · Applicant's race or color of skin · Photo to be affixed to application form
<u>National Origin or Ancestry</u>	<ul style="list-style-type: none"> · Whether Applicant has a legal right to be employed in the United States · Ability to speak/write English fluently (if job-related) · Other languages spoken (if job-related) 	<ul style="list-style-type: none"> · Ethnic association of a surname · Birthplace of applicant or applicant's parents · Nationality, lineage, national origin · Nationality of Applicant's spouse · Whether Applicant is citizen of another country · Applicant's native tongue/English proficiency · Maiden name (of married woman)
<u>Religion</u>		<ul style="list-style-type: none"> · Religious affiliation/Availability for weekend work · Religious holidays observed
<u>Age</u>	<ul style="list-style-type: none"> · If Applicant is over age 18 · If Applicant is over age 21 if job-related (i.e. bartender) 	<ul style="list-style-type: none"> · Date of birth · Date of high school graduation · Age
<u>Disability</u>	<ul style="list-style-type: none"> · Whether Applicant can perform the essential job-related functions 	<ul style="list-style-type: none"> · If applicant has a disability · Nature of severity of a disability · Whether Applicant has ever filed a worker's compensation claim · Recent of past surgeries and dates · Past medical problems
<u>Other</u>	<ul style="list-style-type: none"> · Convictions if job-related · Academic, vocational or professional schooling · Training received in the military · Membership in any trade or professional association · Job References 	<ul style="list-style-type: none"> · Number and kinds of arrests · Height or weight except if a bona fide occupational qualification · Veteran status, discharge status, branch of service · Contact in case of an emergency (at application or interview stage)

<http://www.hrhero.com/topics/interview.html>

<http://www.usatoday.com/careers/resources/interviewillegal.htm#more>

http://www.ppspublishers.com/articles/application_interview.htm

<http://www.mnheadhunter.com/mh/2008/07/illegal-job-int.html>