## Acceptable and Unacceptable Interview Questions

<table>
<thead>
<tr>
<th>ACCEPTABLE PRE-EMPLOYMENT INQUIRIES</th>
<th>SUBJECT</th>
<th>UNACCEPTABLE PRE-EMPLOYMENT INQUIRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Have you ever worked for this University under a different name?”</td>
<td>Name</td>
<td>Former name of applicant whose has been changed by court order or otherwise.</td>
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<tr>
<td>Applicant’s place of residence. How long applicant has been a resident of this state or city?</td>
<td>Address or Duration of Residence</td>
<td>Birthplace of applicant. Birthplace of applicant’s parents, spouse or other relatives. Requirement that applicant submit a birth certificate. Naturalization or baptismal record.</td>
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<tr>
<td>“Can you, after employment, submit a birth certificate or other proof of U.S. citizenship or age?”</td>
<td>Birthplace</td>
<td></td>
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<tr>
<td>“If hired, can you furnish proof of age?”/or /Statement that hire is subject to verification that applicant’s age meets legal requirements.</td>
<td>Age</td>
<td>Questions which tend to identify applicants 40 to 64 years of age.</td>
</tr>
</tbody>
</table>
| Statement by employers of regular days, hours or shift to be worked. | Religious | Applicant’s religious denomination or affiliation, church, parish, pastor, or religious holidays observed.  
“Do you attend religious services/or/a house of worship?”  
Applicant may not be told, “This is a Catholic/Protestant/Jewish/atheist organization.” |
| Statement that photography may be required after employment. | Photography | Requirement that applicant affix a photography to his/her application form.  
Request applicant, at his/her option, to submit photograph.  
Requirement of photography after interview but before hiring. |
| Statement by employer that if hired applicant may be required to submit proof of citizenship. | Citizenship | “Are you a United States Citizen?”  
Whether applicant or applicant’s parents or spouse are naturalized or native-born U.S. citizens.  
Date when applicant or parents or spouse acquired U.S. citizenship.  
Requirement that applicant produce naturalization papers or first papers. |
| Language applicant reads, speaks, or writes fluently. | National Origin or Ancestry | Applicant’s nationality, lineage, ancestry, national origin, descent or parentage.  
Date of arrival in U.S. or port of entry; how long a resident.  
Nationality of applicant’s parents or spouse; maiden name of applicant’s wife or mother.  
Language commonly used by applicant. “What is your mother tongue?”  
How applicant acquired skill to read, write, or speak a foreign language. |
| Applicant’s academic, vocational, or professional education; schools attended. | Education | Date last attended high school. |
| Applicant’s work experience.  
Applicant’s military experience in armed forces of U.S., in a State militia (U.S.), or in a particular branch of U.S. armed forces. | Experience | Applicant’s military experience (general)  
Type of military discharge. |
| Names of applicant’s relatives already employed by the University. | Relatives | Marital status or number of dependents.  
Name and address of relative, spouse or children of adult applicant.  
“With whom do you reside?”  
“Do you live with your parents?” |
| Organizations, clubs, professional societies, or other associations of which applicant is a member, excluding any names the character of which indicates the face, religious creed, color, national origin, or ancestry of its members. | Organizations | “List all organizations, clubs, societies, and lodges to which you belong.” |
| “How did you learn about the vacant position?” | References | Requirement of submission of a list of religious references. |
| “Do you have any physical condition which may limit your ability to perform the job applied for?” Statement by employer that offer may be made contingent upon or by passing a physical examination. | Physical Condition | “Do you have any physical disabilities?”  
Questions on general medical condition.  
Inquiries as to receipt of Worker’s Compensation. |
| Notice to the applicant that any misstatements or omissions of material facts in his/her application may be cause for dismissal. | Miscellaneous | Any inquiry that is not job-related or necessary for determining an applicant’s eligibility for employment. |