

Acceptable and Unacceptable Interview Questions

ACCEPTABLE PRE-EMPLOYMENT INQUIRIES	SUBJECT	UNACCEPTABLE PRE-EMPLOYMENT INQUIRES
"Have you ever worked for this University under a different name?"	Name	Former name of applicant whose has been changed by court order or otherwise.
Applicant's place of residence. How long applicant has been a resident of this state or city?	Address or Duration of Residence	
"Can you, after employment, submit a birth certificate or other proof of U.S. citizenship or age?"	Birthplace	Birthplace of applicant. Birthplace of applicant's parents, spouse or other relatives. Requirement that applicant submit a birth certificate. Naturalization or baptismal record.
"If hired, can you furnish proof of age?" /or/ Statement that hire is subject to verification that applicant's age meets legal requirements.	Age	Questions which tend to identify applicants 40 to 64 years of age.
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."
	Race or Color	Complexion, color of the skin, or other questions directly or indirectly indicating race or color.
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.
	Character	"Have you ever been arrested?"
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 race, 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.