

Acceptable vs Unacceptable Questions:
A Guide for Interviewing

Inquiry Area	Unacceptable to Ask	Acceptable
National Origin/ Citizenship	<ul style="list-style-type: none"> • Are you a US citizen? • Where were you/your parents born? • What is your native language? 	<ul style="list-style-type: none"> • Are you authorized to work in the United States? • What languages do you read/speak/write fluently? (This question is only legal when based on the requirement of the job).
Age	<ul style="list-style-type: none"> • How old are you? • When did you graduate from college? • What is your birthdate? 	<ul style="list-style-type: none"> • Are you over the age of 18?
Marital/ Family Status	<ul style="list-style-type: none"> • What is your marital status? • Who do you live with? • Do you plan to have a family? When? • How many kids do you have? • What are your child care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? • Would you be able and willing to work overtime as needed? <p>(These questions are okay as long as they are asked of all applicants for the job).</p>
Affiliations	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> • List any professional trade groups or other organizations that you belong to that are relevant to your ability to perform the job
Personal	<ul style="list-style-type: none"> • How tall are you? • How much do you weigh? 	<ul style="list-style-type: none"> • Are you able to lift a 50lb weight and carry it 100 yards?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • Have you had any recent or past illnesses or operations? If yes, list and give dates. • What was the date of your last physical exam? • How's your family's health? 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of this job with or without reasonable accommodations? (This question is okay if the interviewer thoroughly described the job.)
Arrest Record	<ul style="list-style-type: none"> • All inquiries relating to arrests. • Have you ever been arrested? (Arrests are not the same as convictions) 	<ul style="list-style-type: none"> • Have you ever been convicted of any crime? (The crime named should be reasonably related to the performance of the job in question.

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Military	<ul style="list-style-type: none"> If you have been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> What type of education, training, work experience did you receive while in the military?
Religion	<ul style="list-style-type: none"> Any question that directly or indirectly relates to religion. What religious holidays do you observe? 	<ul style="list-style-type: none"> Can you work on Saturdays? (Only ask if it is relevant to the job).
Race or Color	<ul style="list-style-type: none"> Any question that directly relates to race or color 	<ul style="list-style-type: none"> None
Education	<ul style="list-style-type: none"> Any question asked specifically the nationality, racial or religious affiliation of a school. 	<ul style="list-style-type: none"> All question related to academic, vocational or professional education of an applicant, including the names of the schools attended, degrees/diplomas received, and dates of graduation and courses of study.
Gender	<ul style="list-style-type: none"> Any inquiry Do you wish to be addressed as Mr., Mrs., Miss, or Ms.? 	<ul style="list-style-type: none"> None
Pregnancy	<ul style="list-style-type: none"> All questions relating to pregnancy and medical history concerning pregnancy. Are you pregnant Do you plan on having more children? 	<ul style="list-style-type: none"> Inquiries to duration of stay on a job or anticipated absences which are made of males and females alike Do you foresee any long term absences in the future?
Residence	<ul style="list-style-type: none"> Do you own or rent your home? With whom do you live? Do you live in town? 	<ul style="list-style-type: none"> Inquiries about the address to facilitate contact with the applicant Will you be able to start work at 8:00 am?
Photographs	<ul style="list-style-type: none"> Requests that an applicant submit a photo at any time prior to hiring. 	<ul style="list-style-type: none"> May be requested after hiring for identification purposes.
Credit Record	<ul style="list-style-type: none"> Do you own your own home? Have your wages ever been garnished? Have you ever declared bankruptcy? 	<ul style="list-style-type: none"> None
Worker's Compensation	<ul style="list-style-type: none"> Have you ever filed for worker's compensation? Have you had any prior work injuries? 	<ul style="list-style-type: none"> None

IMPORTANT – All settings, including informal gatherings with department members who are not members of the search committee, are considered to be part of the interview of the candidate. Everyone who will have contact with candidates should be made aware of areas of inquiry that are not appropriate or illegal questions that should not be asked in order to avoid future complaints.