

NOAA Workforce Management Office
Interview Do's & Don't Checklist
 September 2007

Guidelines: Lawful and Unlawful Interview Questions

Subject of Question:	It is ACCEPTABLE to inquire about:	It is UNACCEPTABLE to inquire about:
Name	Whether applicant has ever worked under a different name	The original name of an applicant whose name has been legally changed. The ethnic association of applicant's name Applicant's maiden name
Age	If applicant is older than 18 If applicant is younger than 18 or 21 if job related	Date of birth Date of high school or college graduation
Residence	Applicant's place of residence Alternate contact information	Previous addresses Birthplace of applicant or applicant's parents Length of current and previous addresses
Race or color	-	Applicant's race or color of skin
National origin and ancestry	-	Applicant's lineage, ancestry, national origin, parentage or nationality Nationality of applicant's parents or spouse Applicant's maiden name
Gender and family composition	-	Sex of applicant Marital status Dependents of applicant or child-care arrangements Who to contact in case of emergency
Creed or religion	-	Applicant's religious affiliation What church, parish, mosque or synagogue applicant belongs What holidays applicant observes
Citizenship	Whether the applicant is a U.S. citizen or has current permit/visa to work in U.S.	Whether applicant is a citizen of a country other than the United States Date of U.S. citizenship
Language	What language applicant speaks and/or writes fluently, IF JOB RELATED	Applicant's native language Language commonly used at home
Arrest record and convictions	If applicant has ever been convicted of a crime	Whether applicant has ever been arrested
Reference checking	Previous work contacts	Name of applicant's religious leader Applicant's political affiliation and contacts
Relatives	Names of relatives already employed by employer	Name and/or address of any relative of applicant Whom to contact in case of emergency
Organizations	Applicant's membership in any professional, service or trade organization that are relevant to his/her ability to perform the job	List of all clubs or social organizations to which applicant belongs
Photographs	-	Photograph with application, with résumé, or before hiring

Physical characteristics	-	a. Any inquiry into height and weight of applicant
Physical limitations or disabilities	Whether applicant has the ability to perform the duties of the job for which he or she is applying	The nature or severity of an illness or physical condition Whether applicant has ever filed workers' compensation claim Any recent or past operations or surgery and dates Whether applicant has ever had prior work-related injuries
Education	Training applicant has received if related to the job Highest level of education attained, if certain background is necessary to perform the job	Date of high school or college graduation
Financial status	-	Applicant's debts or assets Garnishments Whether applicant owns home Whether applicant has ever declared bankruptcy
Military	What type of training, education, work experience did applicant receive in military	Applicant's type of discharge

For additional information: [WFMO Contact Lists](#)