

DON'T ASK...

It is not permissible to ask questions directly or indirectly alluding to:

- Race
- Persons with Disabilities
- Pregnancy Discrimination
- Political Beliefs
- Religion
- Color
- Veterans Gender National Origin
- Marital Status
- Sexual Orientation

See below for additional guidelines on appropriate interview questioning:

	<u>APPROPRIATE</u>	<u>INAPPROPRIATE</u>
ADDRESS	How long have you lived “in this area?”	List of previous addresses, how long have you lived at specific address
AGE	None	Questions about age or questions that would reveal age, requests for birth certificate.
BIRTHPLACE	None	Birthplace of applicant or applicant’s parent’s, spouse or other close relatives
CITIZENSHIP	May ask questions about legal authorization to work in the specific position, if all applicants are asked	May not ask if person is a U.S. citizen
CONVICTIONS	May ask if any record of criminal convictions and/or offenses exists, if all applicants are asked	Questions about convictions unless the information bears on job performance. Questions that would reveal arrests without convictions
DISABILITY	May ask about applicant’s ability to do job-related functions, if all applicants are asked	Questions (or series of questions) that is likely to solicit information about a disability
EDUCATION	Inquiries about degree or equivalent experience	Questions about education that are not related to job performance
FAMILY	None	Number and ages of children, childbearing/rearing queries

MARITAL OR FAMILY STATUS	Whether applicant can meet work schedule or job requirements (should be asked of both sexes)	Any inquiry about marital status, children, pregnancy, or child-care plans
MILITARY	You may ask if a candidate has served in the Armed Forces of the United States or in a State Militia.	You may not ask about military service in the armed forces of any country except the U.S., nor may you inquire into one's type of discharge
NATIONAL ORIGIN	May ask all applicants if legally authorized to work in this specific position	May not ask if person is a U.S. citizen
ORGANIZATION	Inquiries about professional organizations related to the position	Inquiries about professional organizations suggesting race, sex, religion, national origin, disability, or sexual orientation
PERSONAL FINANCES	None	Inquiries regarding credit record, owning a home, or garnishment record
POLITICAL AFFILIATION	None	Inquiries about membership with a political party
RACE, COLOR, OR SEXUAL ORIENTATION	None	Comments about complexion, color of skin, height, weight, or sexual orientation
RELIGION	Describe the work schedule and ask whether applicant can work that schedule. Also, suggest that accommodations to schedule are possible	Inquiries about religious preferences, affiliation, or denominations or religious holidays observed
WORK EXPERIENCE	Applicant's previous employment experience	Stereotypical inquiries regarding protected group members