

## The ABCs of Interviewing: Stay Legal

- **A**sk open-ended questions
- **B**e aware of basic laws
- **C**onsistently ask the same questions

*Avoid questions related to the following:*

Disability

Age

Religion

National Origin

Sex or Sexual Orientation

Color

Race / Ethnicity

*Source: Novations Group Inc.*

### INTERVIEW QUESTIONS – DO’S AND DON’TS

TOPIC	UNACCEPTABLE	ACCEPTABLE
<b>Age/Date of Birth</b>	<ul style="list-style-type: none"> <li>• How old are you?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> <li>• Are you legally eligible for employment in the United States</li> </ul>
<b>Marital/Family Status</b>	<ul style="list-style-type: none"> <li>• Are you married or do you have a partner?</li> <li>• What are your child care arrangements?</li> <li>• With whom do you live?</li> </ul>	<ul style="list-style-type: none"> <li>• Would you be willing to relocate, if necessary?</li> <li>• Do you have responsibilities or commitments that would prevent you from meeting specified work schedules?</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• How tall are you?</li> <li>• How much do you weigh?</li> <li>• What is your mother’s or father’s name?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of the job you are applying for?</li> <li>• None</li> </ul>

<b>Disabilities</b>	<ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• When did you lose your eyesight/leg/hearing?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of the job you are applying for?</li> </ul>
<b>Race/Color/Origin/Gender Addresses/Worker's Comp</b>	<ul style="list-style-type: none"> <li>• All questions are illegal</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>National Origin/Citizenship</b>	<ul style="list-style-type: none"> <li>• Where were you or your parents born?</li> <li>• What is your native language?</li> <li>• Are you a US citizen?</li> <li>• What is your country of citizenship?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the United States?</li> <li>• Will you now or in the future require sponsorship for employment visa status?</li> </ul>
<b>Reliability/Attendance</b>	<ul style="list-style-type: none"> <li>• Do you own a car?</li> </ul>	<ul style="list-style-type: none"> <li>• What hours and days are you available to work?</li> </ul>
<b>Military Service</b>	<ul style="list-style-type: none"> <li>• What type of discharge did you receive?</li> </ul>	<ul style="list-style-type: none"> <li>• What type of education, training did you receive while in the military?</li> <li>• In what branch of the armed services did you serve?</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Did you graduate from high school or college?</li> <li>• In what year did you graduate from college?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you have a high school diploma or equivalent?</li> <li>• Do you have a university or college degree?</li> <li>• Do you have certification in (<i>example patient care assisting</i>)</li> </ul>
<b>Affiliations/Religion</b>	<ul style="list-style-type: none"> <li>• What clubs or organizations do you belong to?</li> <li>• Do you go to church?</li> </ul>	<ul style="list-style-type: none"> <li>• What professional or other organizations that you belong to that you consider relevant to your ability to perform this job?</li> <li>• Are you available to work on Saturday and Sundays?</li> </ul>