

Do's & Don'ts of Interview Questions

The rule of thumb: if a question is job related, it is usually appropriate to ask. If it isn't job related, caution is in order. Any questions involving race, religion, gender, marital status, and so on must be avoided in application forms or during interviews.

	You may ask.....	Questions & Statements to stay away from
AGE	Are you 18 years or older?	How old are you? When did you graduate from high school? How do you feel about working for a person younger than you? You must be getting close to retirement age....
GENDER	Do you have responsibilities other than work that will prevent you from performing specific job requirements such as traveling? What hours and days can you work? Have you ever worked under a different name?	Do you have plans for having children? Childcare is so hard to get. Do you have any baby-sitting problems? What is your maiden name? How would you feel working for a man/woman? Our customers sometimes prefer to be served by men. I hope you don't have a problem with that. Do you think your women's intuition would come in handy on this job? Tell me...how did a man come to be interested in this kind of work?

DISABILITY

You may ask.....

Are you able to perform the duties of the job with or without accommodation?

If the applicant indicates that sh/he can perform the tasks with an accommodation, you may ask:

What accommodation would you need in order to perform the tasks?

Now that you have heard the hours, leave policies, and other requirements of this position, do you feel you will be able to meet these requirements?

How many days were you absent from work last year?

An employer may make medical inquiries or require a medical examination of all candidates at the stage a conditional job offer is made.

Questions & Statements to stay away from.....

Do you have any disabilities?

Are you in good health?

Do you have any physical defects that prevent you from performing certain kinds of work?

That's a noticeable limp....

Those are very thick glasses...How severe is your disability?

What is the prognosis for your condition?

Will you require a special leave because of your disability or its treatment?

Please list any conditions or diseases you were treated for in the last 3 years.

How many days were you absent last year because of illness?

Have you ever been treated by a psychiatrist or counselor?

You mentioned your daughter has multiple sclerosis. Will that have an affect on your attendance?

Do you have any family members or relatives who are disabled?

You may ask.....

Questions & Statements to stay away from.....

RACE

None

There aren't very many minorities in our department. Will that be a problem for you?

You look like you have an interesting family history. How would you define your race?

SEXUAL ORIENTATION

Request the name of a person to contact only after the individual is employed

What is the name of a relative to be notified in case of an emergency? Are you married?

You people are so creative; you'd be just perfect for the job.

This is a real family-oriented department. Is that okay with you?

NATIONAL ORIGIN

Are you legally eligible to work in the United States?

Where were you born?

After making a conditional offer, an employer may inform the applicant that they will have to produce documents for work eligibility.

Of what country are you a citizen?

Yablonski, what kind of name is that?

Inquiry into languages applicants speaks fluently if it is a requirement for the job.

I see you speak Spanish. Did you learn that in your native country or in school?

RELIGION

Will you be available to work the required schedule?

What church do you attend?

Will you need to take time off from work to observe (name of particular religious holiday)?

You may ask....

Questions & Statements to stay away from.....

EDUCATION

Do you have a high school diploma or equivalent?

When did you graduate from high school or college?

Do you have a university degree?

FINANCES

Do you own your own home?

How long have you lived at your present address?

Have your wages ever been garnished?

MILITARY

What type of education, training, and experience did you receive in the military?

What type of discharge did you receive?

UNIONS

Inquiry into membership in organizations the applicant considers relevant to the job.

Are you a union member?

List all clubs, societies and lodges you belong to.

WORKER'S COMP

None

Have you ever filed for worker's compensation?

Have you had any prior work injuries?

ARRESTS

It is best to only ask about *convictions* for crimes related to the job.

Have you ever been arrested?