

# Interview Do's and Don'ts

SUBJECT	Acceptable	Unacceptable
<b>Name</b>	Whether applicant has worked under another name	Inquiries about the name that seek to expose information about ancestry, descent Inquiries about name change due to court order, marriage, or otherwise
<b>Birthplace</b>	See citizenship below	Birthplace of applicant, spouse, parents, or other relatives
<b>Citizenship</b>	Statement that employees applying for the position must be eligible to work in the U.S	Any inquiries about current citizenship status or whether the applicant is or intends to become a US citizen
<b>Residence, Nationality</b>	Place of residence. Length or residence in this city.	Specific inquiry into foreign addresses that would indicate national origin and/or nationality of applicant Whether applicant owns or rents home
<b>Age</b>	Can inquire if applicant meets minimum age requirements, or state that proof may be required upon hiring, or that hire is subject to verification of minimum age	Cannot require that applicant state age or date of birth Cannot require that applicant submit proof of age before hiring Any questions that may tend to identify applicants over 40 years of age
<b>Sex</b>	Inquiry or restriction of employment is permissible only when a Bona Fide Occupational Qualification (BFOQ) exists.	Any inquiry that would indicate sex of applicant. (Sex is not a BFOQ because a job involves physical labor, such as heavy lifting beyond the capacity of some women) Applicant's sex cannot be used as a factor for determining whether an applicant will be "satisfied" in a particular job
<b>Marital and Family Status, Gender Identity</b>	Provide generic work/live information. Ask whether applicant can meet specific work schedules.	Marital status or number of dependents. Names, ages or addresses of spouse, children, or relatives Questions about gender identity and/or sexual orientation.
<b>Race, Color, Physical Characteristics</b>	Voluntary submission of AA/EEO information is made directly to the Office of Human Resource Management.	Inquiries/comments on applicant's race, color of skin, eyes, or hair, or other questions directly or indirectly indicating race or color Applicant's height or weight when it is not relevant to the job
<b>Disability</b>	Can ask an applicant questions about his or her ability to perform job-related functions, as long as the questions are not phrased in terms which would seek to elicit whether the applicant has a disability.	General inquiries ("Are you disabled?") that would tend to reveal disabilities or health conditions that do not relate to fitness to perform the job Applicant's height or weight when it is not relevant to the job It is unlawful to ask an applicant whether he or she is disabled, about the nature or severity of his or her disability, or if they have ever been on disability assistance
<b>Education</b>	Applicant's academic, vocational attainment.	Date last attended high school (reflects age) or why they took a non-traditional education path

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<b>Pregnancy</b>	None	Any question concerning pregnancy or birth control, or plans for family expansion
<b>Arrests and convictions</b>	Asking about conviction of a crime related to job qualification (for example, an applicant for a cashier's position convicted of stealing).	Asking about arrests, police records, or convictions
<b>Religion</b>	None	Any question requesting the applicant's religious affiliation, church, parish, pastor, or religious holidays observed
<b>Military experience</b>	If needed for employment history, you may ask about applicant's military experience in US Armed Forces Voluntary submission of veteran status may be made directly to the Office of Human Resource Management.	Any question into applicant's general military experience. Any question into type of discharge
<b>Organizations</b>	Any question into applicant's membership in organizations which the applicant considers relevant to his or her ability to perform the job.	Any questions about clubs, organizations and societies the applicant belongs to that are not relevant to his or her ability to perform the job [politics, political affiliations, religious, social
<b>Tests</b>	None	No tests of any kind should ever be administered without the prior approval of the Office of Human Resource Management
<b>Photo</b>	Only after hiring and for ID purposes	Asking for photo prior to or during hiring process
<b>Notice in Case of Emergency</b>	None	Names of persons to be notified in case of emergency May only be asked for after hiring
<b>Credit Rating</b>	None	No questions about prior or current financial status
<b>References</b>	Names of persons willing to provide character reference	You may not require the submission of a religious reference