



## Interviewing Dos and Don'ts



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As a general rule, if it's not required to perform the job effectively, don't ask about it! Keep interview questions as job-related as possible. The chart shown here provides a few topics that could become areas of legal concern if not handled properly during an interview. Please note that these guidelines are specific to the US.

	DO	DON'T
<b>Age</b>	<ul style="list-style-type: none"> <li>Ask if they meet the minimum age required for the job.</li> </ul>	<ul style="list-style-type: none"> <li>Ask how old they are or their date of birth.</li> <li>Ask when they graduated from high school or college.</li> </ul>
<b>Health</b>	<ul style="list-style-type: none"> <li>Ask if they can they perform the duties of the job as defined on the job description.</li> </ul>	<ul style="list-style-type: none"> <li>Ask about the overall health of the candidate. Are they in treatment for any mental health issues?</li> <li>Ask about recent or past illnesses or surgeries or how many sick days they have/had.</li> <li>Ask about height or weight, unless job-related.</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>Ask if they can perform the duties of the job as defined on the job description.</li> </ul>	<ul style="list-style-type: none"> <li>Ask if they have a disability and/or the details or severity of a disability.</li> <li>Ask about past or current workplace compensation claims.</li> </ul>
<b>Gender &amp; Family</b>	<ul style="list-style-type: none"> <li>Ask if they have any family members who work at the company.</li> </ul>	<ul style="list-style-type: none"> <li>Ask about marital or relationship status, number of children, or childcare arrangements.</li> <li>Ask about spouse's occupation and/or healthcare coverage.</li> <li>Ask about the current or past gender of the candidate.</li> </ul>
<b>Military</b>	<ul style="list-style-type: none"> <li>Ask about any military training they received, if their military status is known.</li> </ul>	<ul style="list-style-type: none"> <li>Ask about veteran status, military discharge status, or branch of service.</li> </ul>
<b>Religion</b>	<ul style="list-style-type: none"> <li>Ask if they can work the schedule as defined on the job description.</li> </ul>	<ul style="list-style-type: none"> <li>Ask about observations of certain religious holidays.</li> <li>Ask about religious affiliations and practices.</li> </ul>
<b>Race &amp; Ethnicity</b>	N/A.	<ul style="list-style-type: none"> <li>Ask about a candidate's race or skin color.</li> <li>Ask for a photo submission, unless required for job.</li> </ul>
<b>Origin &amp; Ancestry</b>	<ul style="list-style-type: none"> <li>Ask if they are legally eligible to work in the U.S. for any employer without restriction.</li> <li>Ask if they are able to read, speak, and write the language required to perform the job.</li> </ul>	<ul style="list-style-type: none"> <li>Ask about the birthplace of the candidate or family members, nationality or ancestry, ethnic association, or country citizenship.</li> <li>Ask about native language or English proficiency, unless required for job.</li> <li>Ask for the candidate's surname/last name. Maiden Name.</li> </ul>
<b>Police Record</b>	<ul style="list-style-type: none"> <li>Ask If they have been convicted of anything that might conflict with the duties of the job, endangering themselves or others. (e.g., DUI/ Delivery Driver, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Ask if they have ever been arrested and the number, types or dates of arrests.</li> </ul>