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APPROPRIATE AND INAPPROPRIATE INTERVIEW QUESTIONS

Applicant interview questions should be job-related and questions about personal information that is not job-related should be limited. Certain interview questions are illegal. Questions concerning the follow topics are generally prohibited:

- | | |
|---|--|
| ▪ marital status | ▪ national origin |
| ▪ number or age of children | ▪ age |
| ▪ race | ▪ gender/gender identity or expression or transgender status |
| ▪ creed | ▪ height & weight |
| ▪ religious or personal affiliations | ▪ handicap or disability |
| ▪ future plans regarding pregnancy, childbearing, and childcare | ▪ sexual orientation or preference |
| | ▪ genetic history |

The following chart contains examples of questions that may be asked and may not be asked while conducting interviews of applicants. If you have questions about whether other inquiries are appropriate/legal, please contact the Company's {insert appropriate contact person}

Subject	If Relevant to the Position, You May Make Inquiries Regarding the Below.	You Should <u>Not</u> Make Inquiries Regarding the Below.
Age	Are you 18 years of age or older? [minors must provide information after hire to obtain work permit]	How old are you? What is your date of birth? What year did you graduate from high school? Do you remember [insert event that happened in certain year]?
Ancestry or National Origin	Are you authorized to work in the United States? Can you speak/write English fluently [only ask if job related and if asked of ALL applicants for the position] Do you speak ____ language? [only ask if necessary for job; or ask if ALL applicants are asked]	Are you a U.S. citizen? Are your parents U.S. citizens? Where were you born? Where were your parents born? When did you become a citizen of the U.S.? What is your national origin? What language do you speak at home? I love your accent. Where are you from? What nationality is your spouse? What is your maiden name?
Arrest & Conviction Records	Have you been convicted of any crimes? If so, what crime(s)? [Must explain that conviction will only be given consideration if the offenses are substantially related to the particular job.] Do you have any <u>pending</u>	Have you ever been arrested?

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	arrests? If so, what is the charge? [<u>Must</u> explain that pending arrest will only be given consideration if the offenses are substantially related to the particular job.]	
Credit rating	None	All questions concerning credit rating are illegal.
Disability	Will you be able to perform the essential functions of the job, with or without a reasonable accommodation? Will you be able to meet the attendance requirements of the position?	Do you have a disability? How did you become disabled? Do you have any medical conditions? What is the prognosis of your medical condition? Do you take any medications? Have you ever been treated for a serious medical condition? Have you ever had major surgery? Have you ever filed for a worker's compensation claim at a prior job? Have you ever been treated for a mental health or emotional problem? Have you ever had a drug-related problem? How much alcohol do you drink each day/week? Do your parents have any health/medical conditions? Do your siblings have any health/medical conditions?
Education	What is your academic, vocational or professional education? What school(s) did you attend?	What was the affiliation of the school you attended?
Genetic Information	None.	Are you aware of any predisposition you have to an illness or disease? Have you ever had genetic testing done? Do your parents have any health/medical conditions? Do your siblings have any health/medical conditions? Are there any illnesses or diseases in

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		your family's medical history that might make you miss work?
Marital & Family Status	Can you meet the work schedule requirements? Do you have any relatives currently employed by the Company? If yes, what are their Names?	Are you married or engaged? Do you want to be addressed as Ms. or Mrs.? Does your spouse work? Do you have healthcare coverage through your spouse's employer? Is your spouse in the military? How many children do you have? How old are your children? Who cares for your children while you are at work? Are you pregnant/do you have plans to become pregnant?
Military Record	May ask questions that relate to education in military that may be relevant to the job.	Why were you discharged from the military?
Name	Have you ever been known by a different name? Do you have any nicknames?	What type of name is [first/last name]? Was your name change due to a court order or marriage?
Organizations	Are you involved in any organizations outside of work that you believe might be helpful in the job you are applying for?	What organizations do you belong to outside of work?
Photograph	None.	May not request a photograph before employment. May not request that a photograph be affixed to an application.
Race, Color and/or physical characteristic	None.	All questions regarding race, color of skin, eyes, hair are illegal. Questions regarding height and weight are illegal unless they are bona fide occupational qualifications.
Religion or Creed	None.	What religion are you? What is your religious affiliation? What church/synagogue do you attend? How often do you go to church? What holidays do you observe?

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Gender/Gender Identity or Expression/Transgender Status/Sexual Orientation	None.	Any inquiry concerning gender, gender identity or expression, transgender status, or sexual orientation. Do you work well with men/women? Do you mind having a male/female supervisor? Are you currently dating anyone? What is his/her name?