

Interview Question & Inquiry Guide

INTERVIEW QUESTIONS

The best way to guard against disparate treatment, ensure sound selection procedures and avoid unlawful discrimination is to be fair, objective, and consistent in the hiring process. Inquiries concerning a candidate's personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities must be excluded from the hiring process. This includes not only direct questions, but also attempts to draw conclusions on prohibited matters from letters of application, CV's or resumes, and letters of recommendation.

The following are examples you should review to enable you to conduct interviews and reference inquiries in a non-discriminatory manner. The same questions should generally be asked of all candidates.

INFORMATION OFFERED VOLUNTARILY

Even if a candidate offers information about a protected basis voluntarily, the committee or decision maker cannot make the hiring decision based on that information or in reliance on that information. In other words, that information cannot be used to disqualify a candidate.

IF YOU DON'T KNOW, PLEASE ASK THE OEO.

If you have a concern or inquiry related to a specific question you plan or wish to use in the interview and selection process, please contact the OEO.

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CATEGORY	PROHIBITED	ACCEPTABLE
AGE	Questions about age, date of birth, or request for birth certificates	Are you eligible to work?
ARREST RECORD	Any inquiry related to arrest.	NONE
CONVICTION RECORD	Inquires regarding convictions that do not relate to performing the particular job under consideration	Inquires about actual convictions. Information obtained must be used only if it relates to the applicant's fitness to perform the job.
DISABILITY	Do you have a disability or any health problems which may affect your performance for this position?	Are you able to perform the essential functions of this job with or without an accommodation? (Provide a description of the essential functions?)
	What is the prognosis or expectation regarding the condition or disability?	Will you need to be absent for special treatment of the disability?
		If the applicants' known disability may interfere with or prevent the performance of a job related function, whether or not the employer routinely makes such a request of all applicants, it is permissible to ask: Please demonstrate how, with or without reasonable accommodation, you will be able to perform the job-related function(s).
		Are you able to meet the required schedule?
		Questions should focus on the ability of the applicant to perform the job, not on the disability
SEX	Gender of applicant, where sex is not a bona fide occupational qualification (BFOQ)	NONE
	How would you feel about working for woman/man?	
MARITAL and FAMILY STATUS	Are you married? What does your spouse do?	Are you able to meet the work schedule and responsibilities of the position, i.e., traveling needs, if required? (Must be asked of candidates of both sexes.)
	Do you have child care arrangements?	
	Do you have plans for having children/family?	
MILITARY	Discharge status.	Type of experience and education in service as it relates to the particular job.
NATIONAL ORIGIN	Require proof of citizenship prior to employment.	Whether the candidate is legally eligible to work in the United States.
	Lineage, ancestry, descent, mother tongue, birthplace, or citizenship. National origin of spouse or parents.	Make the statement that, if hired, applicants must furnish proof of citizenship or appropriate visa.
ORGANIZATIONAL AFFILIATION	Of what organizations are you a member?	Are you active in any organization that is related to the responsibilities of this position?
RACE OR COLOR	Are you of _____ heritage /race?	NONE
RELIGION	Do you have religious beliefs that would prevent you from working certain days of the week?	Are you able to work the required schedule?
	What is your religion?	
	Which church do you attend?	