

Examples of Acceptable Interview Questions

AGE

Don't ask: What is your date of birth? What is your age? What year did you graduate from high school?

You can ask: If hired, can you provide proof that you are of legal age?

BIRTHPLACE

Don't ask: Where were you born? Where were your parents born?

You can ask: Will you be able to provide a birth certificate, resident alien card or other proof of employment eligibility upon being hired?

RESIDENCE

Don't ask: Do you own or rent your residence? How long have you resided at that address? What was your former address and how long did you reside there?

You can ask: What is your present address?

RACE/COLOR

Don't ask: What is your race? What color are your hair, eyes, or skin?

You can ask: None.

RELIGION

Don't ask: What is your religious affiliation or denomination? What church do you belong to? What is the name of your pastor, minister or rabbi? What religious holidays do you observe?

You can ask: None. (If you wish to know if an applicant is available to work Saturday or Sunday shifts, ask: "Are you available to work on Saturdays or Sundays, if needed?" Make sure you ask this question of all applicants.)

GENDER

Don't ask: Are you male or female? (Or any other inquiries that indicate gender.)

You can ask: None.

PHOTOGRAPHS

Don't ask: Submit a photograph with your application form or after the interview.

You can ask: A photograph may be required after hire for identification or other ID purpose.

EDUCATION

Don't ask: Are you a high school graduate? (Unless having a high school diploma is a bona fide occupational qualification, asking whether an applicant has one may violate the law.)

You can ask: List your academic, vocational or professional education and the public and private schools you attended.

CITIZENSHIP

Don't ask: Of what country are you a citizen? Are you or other members of your family naturalized citizens? If so, when did you or they become citizens? Do you intend to become a U.S. citizen? Attach a copy of your naturalization papers to your application form.

You can ask: Are you a citizen of the United States? If not, are you prevented from becoming legally employed because of visa or immigration status?

NATIONAL ORIGIN/ANCESTRY

Don't ask: What is your lineage, ancestry, national origin, descent, parentage or nationality? What is your native language? What is the nationality of your parents and spouse?

You can ask: What languages do you read, speak or write fluently? (Only if another language is necessary to perform the job.)

HEIGHT AND WEIGHT

Don't ask: What is your height and weight?

You can ask: None, unless employer proves that a bonafide occupational qualification is involved.

ARRESTS AND CONVICTIONS

Don't ask: Have you ever been arrested? Have you ever been charged with any crime?

You can ask: Have you been convicted of any crime? (If the application form asks for information on convictions, the employer would indicate that a conviction itself does not constitute an automatic bar to employment, and that the seriousness of the crime and date of conviction will be considered.)

MARITAL OR FAMILY STATUS

Don't ask: What is your marital status? What is your spouse's name? What was your maiden name? How many children do you have? Are you pregnant? Do you plan to have children? What day-care provisions have you made for your children?

You can ask: None. (An employer may ask all applicants, male and female, if they have any commitments or responsibilities that might prevent them from meeting attendance requirements or if they anticipate lengthy absences from work.)

MILITARY RECORD

Don't ask: What type of military discharge did you receive? Were you ever disciplined while in the service?

You can ask: Are you a veteran of the Armed Forces? If yes, what type of training or education did you receive while in the military?

ORGANIZATIONS

Don't ask: List all social organizations, clubs, societies, and lodges to which you belong.

You can ask: List any professional, trade, or service organizations in which you are a member.

REFERENCES

Don't ask: What is the name of your pastor, minister, or rabbi?

You can ask: Who referred you for a position here? List the names of persons willing to provide professional or character references for you.

HANDICAPS

Don't ask: Are you handicapped? Are you disabled?

You can ask: Are you capable of performing the necessary assignments of this position in a safe manner?