

## Questions to Avoid During an Interview

**Summary:** The Equal Opportunity Commission and other related federal and state agencies have issued guidelines for employers regarding out-of-bounds questions during the hiring process.

Any questions about information that is not required as a matter of business necessity, or are not job-related, are prohibited during the selection process. Ask only questions that relate to **how that individual can handle the job** and provide value to the University. Some prohibited questions are proper to ask only after the interview process for statistical reporting purposes.

The following are samples of questions which should be avoided. This is not an all-inclusive list.

### Personal Data

- "What is your maiden name?"
- "Do you own or rent your home?"
- "What is your age?"
- "Where do you live?"
- "What is your date of birth?"
- "Are you married?"
- Questions which tend to identify an applicant's age as over 40.

### Education

- The dates of attendance or completion of elementary or high school.

### Citizenship

- Birthplace of applicant or of applicant's parents, spouse or other relative.
- "Are you a U.S. Citizen?" or "What is your citizenship or that of your parents, spouse or other relative?"
- Questions as to race, nationality, national origin, or descent.
- "What is your mother's tongue?" or "What is the language you speak at home?"

### Family

- Applicant's marital status.
- The number of ages of children or dependents.
- Provisions for child care.
- Pregnancy, childbearing or birth control.

### Medical

- Questions which indicate an applicant's sex.
- The applicant's height and weight.
- Applicant's general medical condition, state of health, or illness.
- Questions regarding HIV, AIDS, and related questions.
- "Have you ever filed a workers compensation claim?"
- "Do you have any mental or physical disabilities or handicaps?"

### Associations

- "Have you ever been arrested?"
- Applicant's credit rating.
- Ownership of a car.
- Organizations, clubs, societies or lodges which an applicant belongs to.
- Religious obligations that would prevent an individual from being available to work on Friday evenings, Saturdays, Sundays or holidays.
- Asking an applicant the origin of their name.
- "Do you speak \_\_\_\_\_?" (unless a requirement for the job).
- "Do you have any physical or mental disability/handicap that will require reasonable accommodation?"