

What Not to Ask When Interviewing Candidates

Subject	Questions permissible to ask in an interview.	Question to avoid in an interview.
Name	<p>Inquiry whether an applicant's work records are under another name, for purposes of access to these records: "Have you worked for the University under a different name?"</p>	<p>A. Inquiry into any title which indicates race, color, religion, sex, national origin, handicap, age or ancestry.</p> <p>B. To ask if a woman is a Miss, Mrs., or Ms.</p>
National Origin/Citizenship	<p>A. To indicate that the institution is an equal opportunity employer</p> <p>B. "What languages do you read, speak or write fluently?" (This question is fine, as long as this ability is relevant to performance of the job)</p>	<p>A. If native-born or naturalized.</p> <p>B. Proof of citizenship before hiring.</p> <p>C. Whether parents or spouse are native-born or naturalized.</p>
Age	<p>Any inquiry limited to establishing that applicant meets any minimum age requirement that may be established by law.</p>	<p>A. Requiring birth certificate or baptismal record before hiring.</p> <p>B. Any inquiry which may reveal the date of high school graduation.</p> <p>C. Any other inquiry which may reveal whether applicant is at least 40 years of age.</p>
Sex/Gender/Sexual Orientation	<p>None.</p>	<p>A. Any inquiry which would indicate sex.</p> <p>B. Any inquiry made of members of one sex, but not the other.</p>

<p>Marital/Parental/Family Status</p>	<p>A. Whether an applicant can meet specified work schedules or has activities, commitments and responsibilities that may hinder the meeting or work attendance requirements. "This job requires overtime occasionally, would you be able and willing to work overtime as necessary?" (This question is fine as long as ALL applicants for the job are asked consistently).</p> <p>B. "Would you be willing to relocate as necessary?"</p>	<p>A. Before hiring: to ask marital status: "What's your marital status (married, single, divorced, engaged)?"</p> <p>B. To ask the number and/or age of children, who cares for them, and of applicant's plans to have more children?</p> <p>C. "Whom do you live with?"</p> <p>D. "Do you plan to have a family? When?"</p> <p>E. "How many kids do you have?"</p> <p>F."What are your childcare arrangements?"</p>
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<p>Education</p>	<p>A. Inquiry into nature and extent of academic, professional or vocational training.</p> <p>B. Inquiry into language skills, such as reading and writing of foreign languages, if job related.</p>	<p>A. To ask the racial or religious affiliation of schools attended.</p> <p>B. Inquiry as to what mother tongue is or how foreign language ability was acquired.</p>
<p>Work Schedule</p>	<p>Inquiry into willingness or ability to work required work schedule</p>	<p>Any inquiry into willingness or ability to work any religious holidays.</p>

Religion/Creed	Questions pertaining to the applicant's familiarity and/or their interest in coming to work for a Catholic/Marianist Institution.	<p>A. Any inquiry which would indicate or identify religious denomination or custom of the applicant.</p> <p>B. Request pastor's recommendation or reference.</p>
Organizations/ Affiliations	Inquiry into membership in professional organizations and offices held, excluding any organization, the name or character of which indicates the race, color, religion, sex, national origin, handicap, age or ancestry of its members.	Inquiry into every club and organization where membership is held.
Personal/Physical Data	Inquiries as to ability to perform actual job requirements.	Being a certain height or weight will not be considered to be a job requirement unless the employer can show that no employee with the ineligible height or weight could do the work
Disabilities	<p>To ask whether the applicant is capable of performing the essential functions of the job with reasonable accommodation</p> <p>Note: This question may be asked after the interviewer thoroughly described the job and if all applicants are going to be asked in a consistent manner whether they are able to carry out all the necessary job assignments and perform them in a safe way.</p>	<p>A. Before hiring: to initiate questions regarding the specific accommodation needed.</p> <p>B. Inquire if job applicant is handicapped or ask about nature and severity of handicap: "Do you have any disability."</p> <p>C. "Have you had any operation or recent/past illnesses?"</p>
Criminal Record	Inquiries into conviction of specific crimes related to qualifications for the job applied for.	Any inquiry relating to arrests if not substantially related to functions and responsibilities of the particular job in question. "Have you ever been arrested?"

<p>Military Service</p>	<p>A. Inquiry into service in U.S. Armed Forces when such service is a qualification for the job.</p> <p>B. Require military discharge certificate after being hired.</p>	<p>A. Inquiry about the type of discharge.</p> <p>B. To request military service records.</p> <p>C. To ask about military service in armed service of another country.</p>
<p>References</p>	<p>To request general and work references not relating to race, color, religion, sex or national or ethnic origin, age, disability or marital status.</p>	<p>To request references specifically from clergy or any other person who might reflect race, color, religion, sex or national origin, age disability or marital status.</p>

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