



Affirmative Action and Equity Compliance

Illegal and Legal Interview Questions

INQUIRY AREA	ILLEGAL QUESTIONS	LEGAL QUESTIONS
National Origin/ Citizenship/ Ancestry	<ul style="list-style-type: none"> • Are you a US Citizen? • Where were you/your parents born? • What is your “native tongue”? • How did you acquire the ability to read/ write/speak a foreign language? 	<ul style="list-style-type: none"> • Are you authorized to work in the United States? • What languages do you read/speak/write fluently? (This question is acceptable only if this ability is relevant to the performance of the job.)
Age	<ul style="list-style-type: none"> • How old are you? • When did you graduate? • What is your birth date? 	<ul style="list-style-type: none"> • Are you over the age of 18? • Questions which tend to identify applicants over age 40.
Marital/Family Status	<ul style="list-style-type: none"> • What is your marital status? • Do you wish to be addressed as Miss? Mrs.? or Ms.? • With whom do you live? • Do you plan to have a family? When? • How many kids do you have? • What are your childcare arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? • Would you be able and willing to work overtime as necessary? (These questions are acceptable only if they are asked of all applicants of the job.)
Affiliations	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> • List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
Personal	<ul style="list-style-type: none"> • How tall are you? How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.) 	<ul style="list-style-type: none"> • Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?
Religion	<ul style="list-style-type: none"> • Questions regarding applicant’s religion or religious days observed. • Does your religion prevent you from working weekends or holidays? 	<ul style="list-style-type: none"> • Statement by employer of regular days, hours, or shifts to be worked.
Arrest Record	<ul style="list-style-type: none"> • Have you ever been arrested? 	<ul style="list-style-type: none"> • Have you ever been convicted of ____? (The crime named should be reasonably related to the performance of the job in question.)
Disabilities/ physical and mental	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of this job? (This question is acceptable if the interviewer has thoroughly described the job.)

disability	<p>medical history.</p> <ul style="list-style-type: none"> • Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. • What was the date of your last medical exam? • How is your family's health? • When did you lose your eyesight? How? 	<ul style="list-style-type: none"> • Can you demonstrate how you would perform the following job-related functions? • As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)
Military, Veteran Status	<ul style="list-style-type: none"> • If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> • In what branch of the armed forces did you serve? • What type of training or education did you receive in the military?
Race/Color	<ul style="list-style-type: none"> • Questions as to applicant's race or color. • Questions regarding applicant's complexion, or color of skin, eyes, or hair. 	<ul style="list-style-type: none"> • None
Political Affiliation		<ul style="list-style-type: none"> • None

Created by: Affirmative Action and Equity Compliance

Adapted from: National Association of Colleges and Employers