

## ATTACHMENT C

### Interviewing Do's and Don'ts

#### Interview questions should:

1. Closely relate to the specific requirements of the job.
2. Focus on the applicant's abilities.
3. Uncover details about past experience, skills, and training.
4. Focus on future work plans.
5. May describe specific job functions and ask applicants to demonstrate ability to perform particular tasks, providing it is asked of all applicants.
6. Indicate if a job offer will be conditioned on any post-employment offer physical exams or drug and alcohol tests.

#### Interview questions should not:

1. Be general or ambiguous in describing the job.
2. Focus on the applicant's disabilities, age, race, national origin, religion, marital status or family plans, including:
  - a. "How old are you?"
  - b. "What is your date of birth?" (It is okay to require minimum ages to work, for example 18 or 16 years-of-age.)
  - c. "Of what country are you a citizen?"
  - d. "Where were you born? Your parents?" (IRCA requires proof of authorization to work in the U.S. and makes it illegal to require citizenship in most instances.)
  - e. "What is your native language, first language, or language spoken at home?" (When a job requires or seeks a bilingual candidate, it is okay to ask about language fluency.)
  - f. "Do you have any physical limitations ... how much sick leave did you use last year ... disabilities ... ever been hospitalized ... been treated for cancer in the last five years ... ever filed a workers compensation claim?" (All disability-related questions are now prohibited by the ADA.)
  - g. "How tall are you ... how much do you weigh?" (May discriminate against women and some ethnic groups.)
  - h. "Do you wish to be addressed by Mr., Mrs., Miss, Ms.?"
  - i. "How many children do you have? What ages?"
  - j. "What is your marital status or plans for marriage in the future?"
  - k. "Do you rent or own your home ... ever been arrested ... are you a high school graduate?"

**Note:** Don't discuss illegal areas in the course of "small talk" or even if the applicant brings up the subject.

**Other illegal inquiries or requirements include:**

1. Questions regarding race, skin or eye color.
2. Photographs.
3. References from pastors or religious leaders or information on religious background.
4. Information on military service in foreign countries (although it is okay to ask specifically about U.S. military service).
5. Name changes or use of another name (unless required for reference/background checks).
6. Membership in clubs or social organizations (professional or trade association or union membership is okay).
7. Discuss past participation in EEO complaints, accidents in which a person obtained a disability, or seek personal information about the nature, severity, or condition causing a disability.
8. Discuss an applicant's future plans to marry or have children, or any future prognosis or expectation regarding a disabling condition.
9. Single out a person with a disability and ask only them to demonstrate a particular job task or function.
10. Ask a person with a disability about the cost of any accommodations, special health or other insurance, treatment, or special leave needed because of a disability.
11. Single out any person for post-offer physical exams, workers compensation inquiries, or drug or alcohol tests, although others will not be required to do post-offer testing.

**Note:** Remember ... Don't commit to an applicant during the interview. Tell them you will make a decision as soon as possible and that Human Resources will contact them regarding their status after all interviews are completed. All job offers should be extended by Human Resources. If there is any doubt about whether or not a question is acceptable, contact the Human Resources Department.