## Interview Questions – What to Ask and Not Ask

<table>
<thead>
<tr>
<th>Inquiry Area</th>
<th>Illegal Questions</th>
<th>Legal Questions</th>
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</table>
| Age                   | • May not require an applicant’s age, date of birth, or for records to prove his/her age.  
                        • Year of graduation from high school.                                               | • An employer may ask whether an individual meets the minimum age requirements set by law. “Are you over the age of 18?” is an appropriate question. |
| National Origin/Citizenship | • Are you a U.S. citizen?  
                         • Where were you/your parents born?  
                         • What is your “native tongue”?                                                     | • Are you authorized to work in the United States?                                 |
| Race/Color            | • All questions regarding a person’s race/color will be deemed illegal under state and federal laws. | None!                                                                          |
| Religion              | • Any question with regard to an applicant’s religious beliefs, denomination, or any questions that indicate religious customs or holidays observed. | • After an individual is hired, an employer may inquire about religious accommodations. |
| Marital/Family Status | • Are you married?  
                        • With whom do you live?  
                        • Do you plan to have a family?  
                        • What are your child-care arrangements?                                          | • Would you be willing to relocate if necessary?  
                                                                                        • Would you be able and willing to work overtime as necessary? |
| Personal              | • How tall are you?  
                        • How much do you weigh?                                                            | • Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job? |
| Disabilities          | • Do you have any disabilities?  
                        • Please complete the following medical history.  
                        • How’s your family’s health?                                                      | • Are you able to perform the essential job functions?  
                                                                                        • Can you demonstrate how you would perform the following job-related functions? |
| Arrest Record         | • Have you ever been arrested?                                                      | • Have you ever been convicted of ________________?                                |
| Military              | • If you’ve been in the military, were you honorably discharged?                    | • In what branch of the Armed Forces did you serve?  
                                                                                        • What type of training or education did you receive in the military? |