

Interview Questions – What to Ask and Not Ask

Interview Questions		
Inquiry Area	Illegal Questions	Legal Questions
Age	<ul style="list-style-type: none"> • May not require an applicant's age, date of birth, or for records to prove his/her age. • Year of graduation from high school. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Are you a U.S. citizen? • Where were you/your parents born? • What is your "native tongue"? 	<ul style="list-style-type: none"> • Are you authorized to work in the United States?
Race/Color	<ul style="list-style-type: none"> • All questions regarding a person's race/color will be deemed illegal under state and federal laws. 	None!
Religion	<ul style="list-style-type: none"> • Any question with regard to an applicant's religious beliefs, denomination, or any questions that indicate religious customs or holidays observed. 	<ul style="list-style-type: none"> • After an individual is hired, an employer may inquire about religious accommodations.
Marital/Family Status	<ul style="list-style-type: none"> • Are you married? • With whom do you live? • Do you plan to have a family? • What are your child-care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to work overtime as necessary?
Personal	<ul style="list-style-type: none"> • How tall are you? • How much do you weigh? 	<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?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • How's your family's health? 	<ul style="list-style-type: none"> • Are you able to perform the essential job functions? • Can you demonstrate how you would perform the following job-related functions?
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 _____?
Military	<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?