

What Not to Ask During an Interview

Note: Remember that ALL interview questions must be job-related.

Making sure to ask appropriate questions during an interview is crucial to continue the positive impression this University emits. Questions that are directly related to race, ethnicity, nationality, gender or sex, religion, disability status, military status, marital status, criminal records, and age are all illegal to ask during a job interview.

Subject Matter	Appropriate Question	Inappropriate Questions
Age	<ul style="list-style-type: none"> NONE (unless specifically job-related) 	<ul style="list-style-type: none"> How old are you? What year were you born?
Family	<ul style="list-style-type: none"> NONE 	<ul style="list-style-type: none"> Do you plan to have children? How old are your kids?
Gender	<ul style="list-style-type: none"> Tell me about your previous experience managing teams. 	<ul style="list-style-type: none"> How do you feel about supervising men/women?
Marital Status, Children, or Pregnancy	<ul style="list-style-type: none"> Would you be able to work a 9am-6pm schedule? 	<ul style="list-style-type: none"> Do you have children? What does your spouse do?
Personal Finances	<ul style="list-style-type: none"> NONE 	<ul style="list-style-type: none"> Do you own a home? What is your credit score?
Physical Disability, Health or Medical History	<ul style="list-style-type: none"> Can you perform the essential functions of the job, with or without reasonable accommodations? 	<ul style="list-style-type: none"> Are you on any medication? Do you have any pre-existing health conditions?
Political Affiliation	<ul style="list-style-type: none"> NONE 	<ul style="list-style-type: none"> What political party do you support?
Race, Color, or Sexual Orientation	<ul style="list-style-type: none"> NONE 	<ul style="list-style-type: none"> What is your ethnicity? What is your sexual orientation?
Religion or Religious Days Observed	<ul style="list-style-type: none"> Are you able to work with our required schedule? 	<ul style="list-style-type: none"> What is your religious affiliation? What religious holidays do you celebrate?

For further assistance in the area of appropriate vs. inappropriate interview questions, contact your [HR Partner](#).

Resources:

<http://www.businessinsider.com/11-illegal-interview-questions-2013-7?op=1>

<http://www.gsworkplace.lbl.gov/DocumentArchive/BrownBagLunches/IllegalorInappropriateInterviewQuestions.pdf>