

Interview Guidance

Diversity is part of the University's Strategic Plan. Every step of the hiring process should ensure that all candidates are respected and considered equally.

Questions should seek information related to the applicant's knowledge, skills, and ability to perform the job. Questions that are not job related, that violate EEO standards, or that directly or indirectly result in limitation of job opportunity in any way are not appropriate.

Ensure that:

- 1. the answer to the question measures or predicts job performance,**
- 2. the same questions are asked of every applicant,**
- 3. the questions focus on job-related functions and the applicant's ability to perform those functions, and**
- 4. the questions are based on the knowledge, skills, and abilities listed in the position description.**

Please keep in mind that any conversations with the candidates prior to hire can be construed as part of the interview process. Therefore any reference or question that is not job related should not be discussed - such as questions about the candidate's family, etc. If the candidate volunteers information such as "I have four young children" or "I recently had back surgery," quickly steer the conversation to a different topic or ask another job related question.

General guidelines on topics that are appropriate / inappropriate to ask during the search process can be found below. This is not intended to be an exhaustive list.

	Appropriate	Not Appropriate
Name	Inquiry on whether an applicant has worked under a different name, for purposes of access to those records. Whether any additional information relative to use of another name or nickname is necessary to enable a check on the applicant's work and educational record.	Inquiries about the name that would indicate lineage, ancestry, national origin, or descent. Inquiries into previous name when it has been changed by court order, marriage, or otherwise. Inquiries of a woman on whether she is a Miss, Mrs. or Ms. Inquiry to provide maiden name.
Marital and Family Status	Inquiry on whether the applicant can meet specified work schedules and attendance requirements.	Inquiries indicating whether the applicant is single, divorced, etc. Inquiries about the number and age of children, and whether there are plans to have more children.
Age	May indicate minimum legal age for specific type of employment. If age is a legal requirement, inquiry on whether the applicant, if hired, can provide proof of age.	Inquiries into age, date of birth, graduation dates, etc. Inquiries which tend to identify applicants over 40
Gender	After hiring an inquiry on gender for Affirmative Action statistics	Inquiries on gender prior to hiring
Citizenship	Inquiry on whether applicants are legally authorized to work in the United States.	Inquiries into applicant's lineage, ancestry, national origin, descent, birthplace, mother tongue, or national origin of applicant's parents or spouse.
Ancestry or National Origin	None. There are no acceptable pre-employment inquiries regarding race, color, or national origin. Inquiry should be limited to whether the applicant is legally eligible to work in the United States. The only exception would be if the use of a language other than English is relevant to the position.	Inquiries into applicant's lineage, ancestry, national origin, descent, birthplace, mother tongue, or national origin of parents or spouse.

	Appropriate	Not Appropriate
Education	Inquiry on whether the applicant has the academic, professional, or vocational training required for the job and which institution provided it. Inquiry into language skills such as reading, speaking, and writing foreign languages.	Inquiries about the racial or religious affiliation of schools attended, or of how foreign language ability was acquired. Inquiries into how the applicant acquired the ability to read, speak, or write a foreign language.
Experience	Inquiry on the applicant's work experience, including names and addresses of previous employers, dates of employment, and reasons for leaving.	
Disability	Inquiry on whether the applicant is capable of performing the essential functions of the job with or without reasonable accommodation. Once a conditional offer is made, disability related questions and medical examinations are permissible if required for all employees in that job category.	Inquiries about an applicant's general health or physical and/or mental condition. Disability related questions or request for medical examination prior to making a conditional offer.
Physical Data	To require proof of ability to do manual labor, lifting, and other physical requirements necessary for the job.	Inquiries on physical ability if not job related.
Military Status	Inquiry into type of education and experience as it relates to a particular job in the service	Inquiries regarding type of discharge or dates of service
Criminal Record	Inquiry about convictions if the reason for the inquiry is a business necessity	Inquiry about arrests

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Address	Inquiry on address, phone number, and/or how he/she can be reached	Inquiry on place and length of current and previous addresses. Inquiry on renting or owning.
Religion	Statement of regular days, hours, and shifts to be worked	Inquiry on applicant's religion. To request recommendations from church officials.
Genetics	None	Inquiries into any genetic information, testing, diseases, disorders, etc. on the candidate or the candidate's family
Race	None	Inquiries regarding applicant's race or color
Color	None	Inquiries regarding applicant's race or color
Sex	None	
Sexual orientation	None	Inquiries regarding applicant's sexual orientation
Gender Identity	None	Inquiries regarding applicant's gender identity
Ethnicity	None	

	Appropriate	Not Appropriate
Medical Information	Inquiry on whether the applicant can perform the duties	Inquiries on whether the applicant is in good health; has ever been injured or filed a workers' compensation claim; takes prescription drugs
Pregnancy, childbirth or related medical conditions	None	
Number of children	None	
Child care arrangements	None	
Stress	How well do you handle stress on the job?	Have you ever been treated for your inability to handle stress?
Sick days	How many days of work did you miss last year?	How many sick days did you take last year?
Driver's License	Do you have a valid driver's license?	If the candidate says they do not have a license, do not ask why.

	Appropriate	Not Appropriate
Disciplinary Actions	Inquiries regarding disciplinary actions and/or investigations	
Organizations/ Activities	Inquiries into job-related organizations, clubs or professional societies omitting indications of protected classes	Inquiries regarding general questions related to organizations, clubs, societies, lodges, etc.