

Appendix 1

Interview Do's and Don'ts

Category	Questions You May Ask	Questions You Cannot Ask -
Sex and Family Arrangements	<ul style="list-style-type: none"> ▪ If applicant has any relatives already employed by the organization—only relevant if within the chain of command of job at hand or in selecting process 	<ul style="list-style-type: none"> ▪ Sex of applicant ▪ Number of children ▪ Marital status ▪ Spouse's occupation ▪ Child care arrangements ▪ Health care coverage through spouse ▪ Sexual orientation of applicant
Race		<ul style="list-style-type: none"> ▪ Applicant's race or color of skin ▪ Photo to be affixed to application form
National Origin or Ancestry	<ul style="list-style-type: none"> ▪ Ability to speak/write English fluently (if job related) ▪ Other languages spoken (if job related) 	<ul style="list-style-type: none"> ▪ Ethnic association of a surname ▪ Birthplace of applicant or applicant's parents ▪ Nationality, lineage, national origin ▪ Nationality of applicant's spouse ▪ Whether applicant is citizen of another country ▪ Applicant's native tongue/English proficiency ▪ Maiden name (of married woman)
Religion		<ul style="list-style-type: none"> ▪ Religious affiliation/availability for weekend work ▪ Religious holidays observed
Age		<ul style="list-style-type: none"> ▪ Date of birth ▪ Date of high school graduation



Disability	<ul style="list-style-type: none"> ▪ Whether an applicant can perform the essential job related functions, and how, if appropriate 	<ul style="list-style-type: none"> ▪ Age ▪ If applicant has a disability (even if the impairment is obvious) ▪ Nature or severity of a disability ▪ Whether applicant has ever filed a worker's compensation claim ▪ Recent or past surgeries and dates ▪ Past medical problems
Other	<ul style="list-style-type: none"> ▪ Convictions if job related ▪ Academic, vocational, or professional schooling ▪ Training received in the military ▪ Membership in any trade or professional association ▪ Job references—All of these areas should be provided as part of the application; only certain job-related follow-up questions would be appropriate in the interview 	<ul style="list-style-type: none"> ▪ Number and kinds of arrests ▪ Political affiliation of the applicant ▪ Physical characteristics (i.e. height, weight, strength, etc.) – except if a bona fide occupational qualification ▪ Veteran status, discharge status, branch of service ▪ Contact in case of emergency (at application or interview stage) ▪ Bankruptcy and credit affairs

Primary Source: Society of Human Resources Management (www.shrm.org)

