



Interview Questions

Prohibited:	Permissible:
"That's an unusual name. Where is it from?"	"What's your name?" "Have you ever worked under a different name?"
"Are you a U.S. citizen?"	"Are you authorized to work in the U.S.?" (This question is okay if it is asked of all candidates for the job.)
"How old are you?" "What is your date of birth?" "When did you graduate?"	"Can you meet the minimum age requirements as set by law?" "Are you over the age of 18?"
"Are you married? Engaged? Divorced?" "With whom do you live?" "Do you plan to have a family? When?" "Do you have children?" "What are your childcare arrangements?"	"Would you be willing to relocate?" "Would you be willing to travel as needed for the job?" (This question is okay if it is asked of all candidates for the job.) "Would you be willing to work overtime as necessary?" (This question is okay if it is asked of all candidates for the job.)
"Do you have any disabilities?" "Please complete the following medical history." "Have you ever been hospitalized? If so, for what condition?" "Have you had a major illness in the last 5 years?" "How many days were you absent from work because of illness last year?" "When did you lose your eyesight? How?" "Have you ever been treated for a mental condition?" "Have you ever been treated by a psychiatrist or psychologist? If so, for what condition?" "Are you taking any prescribed drugs?" "Have you ever been treated for drug addiction or alcoholism?"	"Are you able to perform the essential functions of this job?" (The interviewer must have already thoroughly described the job.) "Can you demonstrate how you would perform the following job-related functions?" "As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam." (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.) (Pre-employment questions about illness may not be asked because they may reveal the existence of a disability. However, an employer may provide information on its attendance requirements and ask if an applicant will be able to meet these requirements.)
"What organizations or groups do you belong to?"	"Are there any professional trade groups or other organizations that you consider relevant to your ability to perform the job?"
"Have you ever been arrested?"	"Have you ever been convicted of the following crime?" (The crime named should be reasonably related to the performance of the job in question)
"If you were 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?"