

Appropriate/Inappropriate Interview Questions

Inappropriate Questions	Appropriate Questions	Why
<p>“That’s an unusual name. Where is it from?”</p>	<p>“What’s your name?” “Have you ever worked under a different name?”</p>	<ul style="list-style-type: none"> . It is only permissible to ask about one’s ability to speak English or a foreign language if required for the job. . Never ask about race or ethnicity
<p>“Are you a U.S citizen?”</p>	<p>“Are you authorized to work in the U.S” (This question is okay if it is asked of all candidates for the job.) You may also ask “Will you be able to provide proof of eligibility to work in the U.S if hired?”</p>	<ul style="list-style-type: none"> . One does not need to be a U.S. citizen to be employed. Asking this question infers biases that are not related to the essential functions of any job.
<p>“How old are you?” “What is your date of birth?” “When did you graduate?”</p>	<p>“Can you meet the minimum age requirements as set by law?” “Are you over the age of 18?”</p>	<ul style="list-style-type: none"> . Be careful using the words “over qualified” with older candidates. One’s age has no bearing on their ability meet the essential functions of a role. . Higher education is not achievable for many groups, and can be offset by practical experience in the workplace. Therefore requesting this information infers a bias on multiple levels.
<p>“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?”</p>	<p>“Are you able to perform the essential functions of this job?” (the interviewer must have already thoroughly described the job.) “Can you demonstrate how would you 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 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.)</p>	<ul style="list-style-type: none"> . Attendance records at a previous employer may be discussed in most situations as long as you don’t refer to illness or disability. . (Asking whether the candidate can perform the essential job duties is permitted.) The ADA allows you to ask the applicant to describe or demonstrate how they would perform an essential function(s) when certain specific conditions are met. . Check the law or consult with your Human Resources Business Partner or Employee Relations Consultant before moving forward
<p>“What organizations or groups do you belong to?”</p>	<p>“Are there any professional trade groups or other organizations that you consider relevant to your ability to perform the job?”</p>	<ul style="list-style-type: none"> . Never ask questions that infer you are inquiring about race or ethnicity

“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 that prepared you for the role you are being considered for, today?”

.Being honorably discharged has nothing to do with one being minimally qualified to perform the essential functions of a role.

Remember -- When in doubt, ask yourself if the question is job-related; if not, don't ask!