

INTERVIEW QUESTIONS TO AVOID

SAY THIS

NOT THAT

Religion	Are you able to work our required schedule?	Which holidays do you acknowledge?
	What days are you able to work?	What church do you go to?
	Are you a member of a professional group relevant to your role or our industry?	Are you a member or any organized groups?
Age	Are you 18 or older?	When did you graduate high school? How old are you? What is your birth date? When do you plan to retire?
	What are your long-term career goals?	When do you plan to retire?
Personal / Family	Have you ever been disciplined for violating a tobacco policy at work?	Are you a smoker?
	Have you worked or gone to school under any other name(s)?	Are you married? Is _____ your maiden name?
	We sometimes have overtime or last minute requirements for travel; will this impose any hardship that we need to be aware of?	Do you have any children? Are you pregnant? Do you plan on having kids?
	How did you become interested in this career?	What are/is your parents/husband's/wife's occupation?
	What do you believe will be the greatest benefit you will bring to our company?	What is your gender? What is your sex? This job is predominately male/female — what challenges do you anticipate?
	We have duties that require accessing a 5.5 foot shelf; will you have any restriction or issues meeting that requirement?	How short are you? How tall are you? How much do you weigh?
	Are you able to perform the specific duties of this role? How many days did you miss work on average over the past one or two years?	Do you have any disabilities? How many sick days did you take last year?
Nationality	Are you authorized to work in the United States?	Are you a U.S. citizen? What is your birthplace? What is your national origin?
	What languages do you read, speak, and write fluently aside from English?	What is your native language or tongue?
	What is your current address and contact information?	How long have you lived here?
Military	How will your military experience benefit our company?	Were you honorably discharged?
	Do you have any upcoming events that will require time away from work?	Are you in the National Guard or Reserves?
SUMMARY	If it's not job-related - do not ask.	
	Some of the information covered can be necessary once hired, but not obtained through means of an application or interview questions.	
	Questions should be essential to evaluate applicants' qualifications for employment. Carefully review your screening procedures and eliminate or alter any not justified by business necessity.	
	Refer to the following authorities for complete rulings on these and other questions to avoid: EEOC Guidelines on Discrimination, Title VII of the Civil Rights Act, Americans with Disabilities Act, Fair Credit Reporting Act of 1970, The Consumer Credit Reform Act of 1996	

This article is prepared in summary form and is not to be construed as legal advice or opinion on any specific fact or circumstance.

