

INTERVIEW QUESTIONS TO AVOID

You cannot ask any question during an interview that relates to an applicant's race, religion, age, gender, national origin, disability, or sexual orientation. The following questions are merely a few of the questions that should not be asked:

Questions to Avoid

- Are you a U.S. citizen?
- Where were you born?
- What is your birth date?
 - How old are you?
- Do you have a disability?
 - Are you married?
- What is your spouse's name?
- What is your maiden name?
- Do you have any children?
- Do you have child care arrangements?
- What is your race or ethnic origin?
- Which church do you attend?
 - What is your religion?

Acceptable Alternative Questions***

- Do you have any responsibilities that conflict with the job's attendance or travel requirements?
- Are you able to work in the United States on an unrestricted basis?
- Are you able to perform the duties on the job description with or without reasonable accommodations?
- Have you ever been convicted of a felony crime?
- If hired, can you provide proof that you are at least 18 years of age?
- Do you have any conflicts that would prevent you from working the schedule discussed?
- What languages do you speak or write fluently?
- Have you worked under any other professional name or nickname?
- Do you have any relatives currently working for this institution?
- Would you have any problem working overtime, if required?
- Would anything prohibit you from making a long term commitment to the position and the institution?

***These types of questions should be asked only when there is a bona fide, job-specific reason to ask them. If asked of one candidate, they should be asked of all candidates for the same position.

Excerpt from "Search Committees: A Tool Kit For Hr Professionals, Administrators, and Committee Members" – College & University Professional Association for Human Resources