

## Interview Questions – Do’s and Don’ts

Topic	Unacceptable	Acceptable
Military Service	<ul style="list-style-type: none"> <li>• What type of discharge did you receive</li> </ul>	<ul style="list-style-type: none"> <li>• What type of education or training did you receive while in the military?</li> <li>• In what branch of the armed services did you serve?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• When did you lose your eyesight/leg/hearing?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of the job you are applying for?</li> </ul>
Age/Date of Birth	<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When did you graduate from high school?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> <li>• Are you legally eligible for employment in the United States?</li> </ul>
Affiliations/Religion	<ul style="list-style-type: none"> <li>• What clubs or organizations do you belong to?</li> <li>• Do you go to church?</li> </ul>	<ul style="list-style-type: none"> <li>• What professional or other organizations that you belong to do you consider relevant to your ability to perform this job?</li> <li>• Are you available to work on Saturdays and Sundays?</li> </ul>
National Origin/ Citizenship	<ul style="list-style-type: none"> <li>• Where were you/your parents born?</li> <li>• What is your native language?</li> <li>• Are you a US citizen?</li> <li>• What is your country of citizenship?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the United States?</li> <li>• Will you now or in the future require sponsorship for employment visa status?</li> </ul>
Race/Color/Origin/ Sex/Gender/Addresses/ Worker’s Comp	<ul style="list-style-type: none"> <li>• All questions are illegal</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• How tall are you?</li> <li>• How much do you weigh?</li> <li>• What is your mother’s or father’s name?</li> </ul>	<p>Are you able to perform the essential functions of the job you are applying for?</p>
Marital/Family Status	<ul style="list-style-type: none"> <li>• Are you married or do you have a partner?</li> <li>• What are your child care arrangements?</li> <li>• With whom do you live?</li> </ul>	<ul style="list-style-type: none"> <li>• Would you be willing to relocate, if necessary?</li> <li>• Do you have responsibilities or commitments that would prevent you from meeting specified work schedules?</li> </ul>
Reliability/Attendance	<ul style="list-style-type: none"> <li>• Do you own a car?</li> </ul>	<ul style="list-style-type: none"> <li>• What hours and days are you available to work?</li> </ul>