

## **PERMISSIBLE INTERVIEW QUESTIONS**

### **Name**

**May** ask: Ever used another name; any additional information regarding an assumed name, changed name, or nickname necessary to enable a check on your work and education record.

**May not** ask: Maiden name.

### **Age**

**May** ask: are you 18 years or older? If not, what is your age?

**May not** ask until hired: Age, birthdate or ages of your children.

### **National Origin**

**May** ask: Languages applicant reads, speaks or writes, provided foreign language ability is job-related.

**May not** ask: Nationality, lineage, ancestry, national origin, place of birth of applicant, parents or spouse; what is your mother native language or the language that you most often speak; or how applicant acquired foreign language ability.

### **Color and Race**

**May** ask: Nothing.

**May not** ask: Race or color; or questions regarding color of applicant's skin, eyes or hair.

### **Citizenship**

**May** ask: Are you a citizen of the United States? If not a citizen of the United States, do you intend to become a citizen of the United States? If you are not a United States citizen, have you the

legal right to remain permanently in the United States? Do you intend to remain permanently in the United States?

**May not ask:** Of which country applicant is a citizen; whether applicant is a naturalized or native-born citizen; visa type; date when applicant acquired citizenship; applicant to produce naturalization papers; or whether applicants parents or spouse are naturalized or native-born U.S. citizens, or the date parents or spouse acquired citizenship.

Sex, Marital Status

**May ask:** Name and address of parent or guardian if applicant is a minor; **may** ask name of applicant's relatives already employed by employer.

**May not ask:** Questions that would indicate applicant's marital status; number and/or ages of children or dependents; questions regarding pregnancy, childbearing, or birth control; or name or address of relative, spouse, or children of adult applicant.

### **Religion**

**May ask:** Nothing.

**May state:** The employer's regular days, hours, and shifts.

### **Physical Description, Ability**

**May ask:** Height and weight, but only commensurate with the specific job requirements.

**May not ask:** Applicants to furnish a photograph with the application; applicants, at their option, to submit a photograph with the application; or applicant to furnish a photograph after the interview but before the job offer.

### **Disability:**

**May ask:** Whether applicant can perform essential functions of the job.

**May not ask:** If applicant has a disability; if applicant has ever been treated for any specific diseases; or if applicant has, or has ever had, a drug or alcohol problem.

### **Arrest Record**

**May ask:** If applicant has ever been convicted of a crime (if yes, may ask for details, but must be a direct relationship between the job and the offense in order to use conviction as basis for denial of job).

**May not ask:** Whether applicant has ever been arrested.

### **Membership in Organizations**

**May ask:** Memberships in organizations that applicant considers relevant to ability to perform the job.

**May not ask:** All organizations, clubs, societies, and lodges to which applicant belongs.

### **Military Service**

**May ask:** Questions regarding relevant skills applicant acquired during U.S. military service.

**May not ask:** Questions regarding service in foreign military.

### **Education**

**May ask:** Applicant's academic, vocational or professional education; or schools applicant attended.

**May not ask:** No relevant restrictions.

**Do not ask,** until after applicant is hired, dates of attendance or dates of degrees obtained.

### **Miscellaneous**

**Should not ask:** Questions about financial credit; questions about union membership; or questions about financial status.