

Guide to Appropriate Pre-Employment Inquiries

Inquiry Area	Illegal Questions	Legal Questions
National Origin/Citizenship	<ul style="list-style-type: none"> • Are you a U.S. citizen? • Where were you/your parents born? • What is your native language? 	<ul style="list-style-type: none"> • Are you authorized to work in the United States? • What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.) • “If hired, you may be required to submit proof of citizenship.”
Age	<ul style="list-style-type: none"> • How old are you? • When did you graduate? • What’s your birth date? 	<ul style="list-style-type: none"> • Are you over the age of 18?
Marital/Family Status	<ul style="list-style-type: none"> • What’s your marital status? • With whom do you live? • Do you plan to have a family? When? • How many kids do you have? • What are your child-care arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Would you be able and willing to travel as needed for the job? (This question is okay if it is asked of all applicants for the job.) • Would you be able and willing to work overtime as necessary? (This question is okay if it is asked of all applicants for the job.) • Do you have any relatives currently employed by the company?
Affiliations	<ul style="list-style-type: none"> • What clubs or social organizations do you belong to? • Do you attend religious services /or/ a place of worship? • You may not be told “This is a Catholic / Protestant / Jewish / atheist organization.” 	<ul style="list-style-type: none"> • List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
Personal	<ul style="list-style-type: none"> • How tall are you? How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.) 	<ul style="list-style-type: none"> • Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job?
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Please complete the following medical history. • Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. • What was the date of your last physical exam? • How’s your family’s health? • When did you lose your eyesight? How? • Do you need an accommodation to perform the job? (This question can be asked only after a job offer has been made.) • Do you currently (or have you in the past) received any Workers’ Compensation? 	<ul style="list-style-type: none"> • Are you able to perform the essential functions of this job? (This question is okay if the interviewer has thoroughly described the job.) • Can you demonstrate how you would 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 if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)

		<ul style="list-style-type: none"> Do you have any physical condition that may limit your ability to perform the job applied for?
Arrest Record	<ul style="list-style-type: none"> Have you ever been arrested? 	<ul style="list-style-type: none"> Have you ever been convicted of _____? (The crime name should be reasonably related to the performance of the job in question.)
Military	<ul style="list-style-type: none"> If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> In what branch of the armed forces did you serve? What type of training or education did you receive in the military?
Address or duration of last residence		<ul style="list-style-type: none"> How long have you been a resident of this state or city? What is your current address?
Race/Ethnicity	<ul style="list-style-type: none"> Any questions regarding complexion, color of skin, or other questions directly or indirectly indicating race or color. 	
Photograph	<ul style="list-style-type: none"> Please include a photograph with your resume and/or application form. Interviewer cannot request an applicant, at his/her option, to submit a photograph. Interviewer cannot require a photograph after the interview but before hiring. 	<ul style="list-style-type: none"> A photograph may be required of you after employment.
Education	<ul style="list-style-type: none"> When did you last attend high school? 	<ul style="list-style-type: none"> What is your academic, vocational, or professional education? What schools have you attended?
Notice in case of emergency	<ul style="list-style-type: none"> Please provide us with the name and address of the relative to be notified in case of accident or emergency. 	<ul style="list-style-type: none"> Please provide us with the name and address of the person to be notified in case of accident or emergency.
References	<ul style="list-style-type: none"> An interviewer cannot require an applicant to submit the contact information of a religious reference. 	<ul style="list-style-type: none"> By whom were you referred for a position here?
Miscellaneous	<ul style="list-style-type: none"> An interviewer may not inquire about any item that is not job related or necessary for determining the applicant's ability for employment. 	<ul style="list-style-type: none"> Any misstatements or omissions of material facts in your application may be cause for dismissal.

Source: Kaplan, R. *Planning Job Choices*

YOUR SAFETY DURING AN INTERVIEW

Your safety is something you should consider in every situation including your job search.

Always be cautious of interview locations and situations. Here is some good information to keep in mind:

Location:

When an employer schedules an interview with you, make sure it's in a public place. The lobby of a hotel is fine, but meeting in an individual hotel room is not. Restaurants are an acceptable location, but avoid the bar/lounge. If asked to meet in a parking lot or automobile, politely decline or ask for an explanation. Meeting in this type of location is inappropriate and unprofessional.

Private Residence:

Some employers work from their homes. However, a private residence is a questionable location for an interview unless other employees are working there too. The employer should arrange another appropriate location for the interview.

Identity:

If you are at all unsure about an interviewer's identity or actual business affiliation, ask for their business card. A person may claim affiliation with a well-known organization, yet not actually work for that organization. The person might instead be a contractor or otherwise have a business relationship with the organization. Make sure you know the difference and ask if you are unclear about their affiliation with an organization.

Alcohol:

If an interviewer invites you to drink, politely decline. An interview is not an appropriate place to drink alcohol. If you decide it is an appropriate setting to accept a drink, only accept one, and make that one drink last through the entire meal/event.

Why is all of this important?

An interviewer's role usually holds more power than your role as the job candidate. They should never take advantage of you, make sexual advances, or suggest a relationship/activity that is unprofessional. There is a greater risk of these behaviors occurring when you meet alone in locations that are not public or professional.

An employer should never put you in this type of situation, and you should never hesitate to say, "I am not comfortable meeting at that location". If the employer pressures you or gets upset, ask yourself if you really want to work for them.

If an uncomfortable situation arises:

If you ever find yourself in an uncomfortable situation with an employer, and/or you believe they behaved inappropriately, you are encouraged to discuss the situation with the Director of Career Services or a Student Affairs staff member with whom you are familiar.