

ACCEPTABLE AND UNACCEPTABLE INTERVIEW QUESTIONS

Subject Area: Name

Acceptable:

May request name for reference checking and access purposes, whether applicant's work records are under another name. You may also ask, "How do you prefer to be addressed?"

Unacceptable:

Seeking information about marital status by inquiring whether a woman uses "Miss, Mrs. or Ms." or asking for a maiden name.

Subject Area: Residence

Acceptable:

Applicant's phone number or how applicant can be reached.

Unacceptable:

Seeking information about family status by inquiring about others living with the candidate.

Subject Area: Age

Acceptable:

After hiring, proof of age by birth certificate.

Unacceptable:

Age or age group of applicant; birth certificate before hiring unless the candidate is under 18 or, for certain jobs, 21.

Subject Area: Race

Acceptable:

Inquiry for affirmative action plan statistics, **after hiring**.

Unacceptable:

Any pre-employment inquiry that would indicate race or color.

Subject Area: Sex

Acceptable:

Inquiry for affirmative action plan statistics, after hiring.

Unacceptable:

Any pre-employment inquiry that would indicate sex, unless job related.

Subject Area: Religion or Creed

Acceptable:

None

Unacceptable:

Religion or religious customs and holidays; recommendations or references from church officials.

Subject Area: Citizenship

Acceptable:

Whether applicant is eligible to work in the U.S., specifically at Washington University, and/or start date availability.

Unacceptable:

If native-born or naturalized; proof of citizenship; whether parents or spouse native-born or naturalized; date of citizenship

Subject Area: National Origin

Acceptable:

Inquiring for affirmative action plan statistics, after hiring.

Unacceptable:

Birthplace of applicant, parents, grandparents, or spouse; any other pre-employment inquiry into national origin.

Subject Area: Family Status

Acceptable:

Marital status, number and age of dependents, and age of spouse or domestic partner **after hiring**, for benefits and tax purposes only.

Unacceptable:

Pre-hiring inquiries about marital status, children or child care, or family plans.

Subject Area: Military Service

Acceptable:

Service in the U.S. Armed Forces, including branch and rank attained; any job-related experience.

Unacceptable:

Military service records; military service for any other country than the U.S.; type of discharge.

Subject Area: Education

Acceptable:

Academic, professional or vocational schools attended; language skills, such as reading and writing foreign languages as long as it's job related.

Unacceptable:

Nationality, racial or religious affiliation of school attended; how foreign language ability was acquired.

Subject Area: Criminal Record

Acceptable:

Listing of convictions.

Unacceptable:

Arrest or juvenile record (in most circumstances).

Subject Area: References

Acceptable:

General and work references not relating to race, color, religion, gender, national origin or ancestry.

Unacceptable:

Reference specifically from clergy, or any other request suggesting inquiry into race, color, religion, gender, national origin or ancestry.

Subject Area: Organizations

Acceptable:

Organizational membership, professional, social, etc. as long as affiliation is not used to discriminate on the basis of race, color, religion, sex, national origin or ancestry; offices held, if any.

Unacceptable:

Requiring a list of organizations applicant belongs to or has belonged to that may relate to race, color, religion, sex, national origin or ancestry; offices held, if any.

Subject Area: Photographs

Acceptable:

May be required after hiring for identification purposes.

Unacceptable:

Request photograph before hiring.

Subject Area: Work Schedule

Acceptable:

Willingness to work required work schedule.

Unacceptable:

Willingness to work any particular religious holidays.

Subject Area: Physical Characteristics

Acceptable:

To require applicant to demonstrate ability to perform essential functions of job; require physical examination after hiring, if job related.

Unacceptable:

To ask height, weight, impairment or other non job-related physical data.

Subject Area: Disability

Acceptable:

To ask applicant if they can perform with or without accommodation, the essential functions of the job.

Unacceptable:

Inquiring into the existence of disabilities for any purpose other than offering accommodations (in the

Subject Area: Other Qualifications

Acceptable:

Any area that has a direct reflection on the job.

Unacceptable:

Any inquiry that is not related to the job to be filled, particularly if it might suggest discriminatory intent.
