

INTERVIEW GUIDE

SUBJECT	PERMISSIBLE INQUIRIES	IMPERMISSIBLE INQUIRIES
1. Name	If there might be another name under which the person's previous employment or academic records would be listed	Married/single name: Mr., Ms., Miss or Mrs.; inquiry to determine race, lineage or marital status
2. Age	None, unless you are interviewing minors in which case you may ask if they can provide proof of age, if hired.	That applicant state age or date of birth
3. Marital & Family Status	If applicant can meet work schedules; how long (s)he anticipates staying in the position	You may not ask number or ages of children; child care arrangements; questions regarding pregnancy, marital status, spouses occupation
4. Disability	Applicant's ability to perform specific job function.	General questions whether the person has a disability, or the nature of his/her disability
5. Sex	None	Sex of applicant
6. Race or Color	None	Color of skin, eyes, hair or other questions directly or indirectly indicating race or color
7. Birthplace	None	Birthplace of parents or spouse
8. Religion	None	
9. Military Record	Dates of service if Veteran's preference applies	Type of discharge or rank
10. Citizenship	If they are prevented from lawfully becoming employed because of visa or immigration status	Country of citizenship, date citizenship was acquired; inquiries re parents or spouse's citizenship
11. Ancestry/National Origin	Languages applicant reads, speaks or writes fluently IF this is a job requirement	National origin of applicant or family members; how ability was acquired to read, write, speak a foreign language
12. Organizations	Names of organizations as a member or officer, which might relate to job qualifications	You may not ask for all organizations, clubs, etc. to which the applicant belongs if such information would indicate through character or name the race, religion, color or ancestry of the membership
13. Conviction and Arrest	You may ask about convictions if relevant to functions of job	You may not inquire into arrests of any kind, or conviction record if not relevant
14. Miscellaneous	Notice to applicants that any mis-statements or omissions of material facts in the application may be cause for dismissal	

Any inquiry is forbidden which, although not specifically listed among the above, is designed to elicit information as to race, color, ancestry, national origin, age, sex, marital status, financial status, religion, or arrest and court record unless based upon a bona fide occupational qualification.

**PLEASE DO NOT WRITE NOTES OF ANY KIND
ON APPLICATION MATERIALS OF APPLICANT**