

Claremont Graduate University
Institutional Diversity, Equity, and Affirmative Action
Interview Questions and Inquiry Guide

Claremont Graduate University believes that the best way to guard against disparate treatment, ensure sound selection procedures and avoid unlawful discrimination is to be fair, objective and consistent in the hiring process. Inquiries concerning a candidate’s personal characteristics, which are not related to ability, performance, or qualifications as determined by University policy or by Federal law, must be excluded from the employment process. This includes not only direct questions, but also an interviewer’s attempt to draw conclusions on prohibited matters from letters of application, CV’s or resumes and letters of recommendation.

The following are examples you should review to enable you to conduct interviews and reference inquiries in a non-discriminatory manner. If the acceptable questions are asked, they should generally be asked of all candidates.

Category	Prohibited	Acceptable
Age	Questions about an individual’s age, date of birth, or requests for birth certificates.	Are you at least 18 years of age?
Arrest Record	Any inquiry related to arrest.	NONE
Conviction Record	Inquiries regarding convictions.	NONE
Disability	<p>Inquiries regarding a person’s capability of performing a job that is not based upon the essential functions of the job or for safety reasons.</p> <p><i>Do you have a disability or any health problems which may affect your performance in this position?</i></p> <p><i>What is the prognosis or expectation regarding the condition or disability?</i></p>	<p>Are you able to perform the essential functions of this job with or without an accommodation? (Provide a description of the essential functions)</p> <p><i>Will you need to be absent for special treatment of the disability?</i></p> <p>If an applicant’s known disability may interfere with or prevent the performance of a job-related function, whether or not the employer routinely makes such a request of all applicants, it is permissible to ask:</p> <p><i>Please demonstrate how, with or without reasonable accommodation, you will be able to perform the job-related functions(s).</i></p>

Category	Prohibited	Acceptable
Gender	<p>Gender of applicant, where sex is not a Bona Fide Occupational Qualification (BFOQ)</p> <p><i>How would you feel about working for a woman/man?</i></p>	NONE
Gender Identity or Expression	<p>Questions or inquiries about a person's appearance, expression or behavior or deliberately misusing an individual's preferred name or form of address or disclosing to others that a person is transgender.</p>	NONE
Genetic Information	<p>Questions or inquiries about an individual's medical history or family illnesses.</p>	NONE
Marital & Family Status	<p>Questions or inquiries into an individual's marital status or family status.</p> <p><i>Are you married?</i></p> <p><i>What does your spouse do?</i></p> <p><i>Do you have child care arrangements?</i></p> <p><i>Do you have plans for having children / family?</i></p>	<p><i>Are you able to meet the work schedule and responsibilities of the position (i.e. traveling needs, if required)?</i></p> <p>This question must be asked of candidates of both sexes.</p>
Military Record	<p>Questions or inquiries into discharge status. Unless it is the result of a military conviction.</p>	<p>Type of experience and education in service as it relates to the particular job.</p>
National Origin	<p>Require proof of citizenship prior to employment.</p> <p>Lineage, ancestry, descent, mother tongue, birthplace or citizenship of candidate, spouse, or parents.</p>	<p>Whether the candidate is eligible to work in the United States.</p> <p>Make the statement that, if hired, applicant must furnish proof of citizenship or appropriate visa.</p>
Organizational Affiliation	<p>Of what organizations are you a member?</p>	<p><i>Are you active in any professional organizations that are related to the responsibilities of this position?</i></p>
Race or Color	<p>Are you of _____ heritage/race? What are you?</p>	NONE

Category	Prohibited	Acceptable
Religion	<p><i>Do you have religious beliefs that would prevent you from working certain days of the week?</i></p> <p><i>What is your religion?</i></p> <p><i>Which church do you attend?</i></p>	<p><i>Are you able to work the required schedule?</i></p>
Socioeconomic Status	<p>What kind of credit rating do you have?</p>	<p>NONE</p>

INFORMATION RELATED TO ANSWERS TO PROHIBITED QUESTIONS, BUT OBTAINED OUTSIDE THE FORMAL INTERVIEW PROCESS CANNOT BE USED TO DISQUALIFY A CANDIDATE.