10 Illegal and Legal Interview Questions:

1. Age Questions
Inappropriate to ask:
   o How old are you?
   o What year were you born?
   o When did you graduate from high school?

Appropriate to ask:
   o Are you over the minimum age for the hours or working conditions?
   o After hiring, verifying info with birth certificate or other ID. Insurance forms can inquire about age.

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2. Disability Questions
Inappropriate to ask:
   o Do you have any disabilities?
   o What is your medical history?
   o How does your condition affect your abilities?

Appropriate to ask:
   o Can you perform the specific tasks/duties of the job?
   o After hiring, ask about medical history on insurance forms.

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3. Criminal Record Questions
Inappropriate to ask:
   o Have you ever been arrested?
   o Have you ever spent a night in jail?

Appropriate to ask:
   o Have you ever been convicted of a crime?
4. Parental Status Questions
Inappropriate to ask:
  o How many children do you have?
  o Do you plan to have children?
  o How old are your children?
  o Are you pregnant?
  o What kind of child care arrangements have you made?

Appropriate to ask:
  o Is there any reason you can't start at 7:30 am?
  o Can you work overtime?
  o Whether an applicant can meet specified work schedules or has activities or commitments that may prevent him or her from meeting attendance requirements.
  o After hiring, asking for dependent information on tax and insurance forms.

5. Marital Status Questions
Inappropriate to ask:
  o Are you married, divorced, separated, engaged, widowed, etc?
  o Is this your maiden or married name?
  o What is the name of your relative/spouse/children?
  o Do you live with your parents?
  o Questions concerning spouse, or spouse's employment, salary, arrangements, or dependents.
  o How will your spouse feel about the amount of time you will be traveling if you get this job?

Appropriate to ask:
  o After hiring, marital status on tax and insurance forms.
6. Citizenship Questions
Inappropriate to ask:
  o Are you a US citizen?
  o Are your parents / spouse US citizens?
  o On what dates did you / parents / spouse acquire US Citizenship?
  o Are you / parents / spouse naturalized or native-born US citizens?

Appropriate to ask:
  o Do you have the legal right to remain permanently in the US?
  o What is your visa status (if no to the previous question).
  o Are you able to provide proof of employment eligibility upon hire?

7. National Origin Questions
Inappropriate to ask:
  o What is your nationality?
  o Where were you born?
  o Where are your parents from?
  o What's your heritage?
  o How did you acquire the ability to speak, read or write a foreign language?
  o What language is spoken in your home?

Appropriate to ask:
  o Verifying legal U.S. residence or work visa status.
  o What languages do you speak, read or write fluently?

8. Race or Skin Color Questions
Inappropriate to ask:
  o What race are you?
  o Are you a member of a minority group?

Appropriate to ask:
  o None
9. Religion or Creed Questions
Inappropriate to ask:
  o  What is your religious affiliation?
  o  Do you attend church regularly?
  o  Which religious holidays will you be taking off from work?

Appropriate to ask:
  o  Can you work on Saturdays?

10. Residence Questions
Inappropriate to ask:
  o  Do you own or rent your home?
  o  Do you live in town?
  o  With whom do you live?

Appropriate to ask:
  o  Inquiries about the address to facilitate contact with the applicant.
  o  Will you be able to start work at 8:00 am?