

APPROPRIATE INTERVIEWING OF JOB CANDIDATES

(FOR STUDENT AND NON-STUDENT JOBS)

Please remember that it is against state and federal laws to discriminate in employment (unless it is a bonafide job requirement) based on:

- Age
- Race, color, or national origin
- Gender
- Marital status
- Pregnancy, childbirth, or number of children
- Disabilities (where the person can perform the essential functions of the job)
- Veteran status

Here are some examples of questions that should NOT be asked in an employment interview, regardless of whether the interview is formal or informal:

- How old are you?
- Where are you from?
- Where is your family from?
- Are you married?
- Do you plan on having children?
- How many children do you have?
- Is your husband/wife employed?
- Where is your husband/wife employed?
- Are you the breadwinner in the family?
- Do you have any disabilities?
- Do you have any health problems or take any medications?

Here are some examples of questions that you CAN ask in an interview:

- Do you have any questions that I can answer for you?
- Why do you want this job?
- What are your long-term goals?
- How does this position fit into your plans?
- What was the most appealing thing you found about the job description?
- Are you able to perform the essential functions of this job (as listed in the job description)?
- What jobs have you enjoyed the most? The least? Why?
- What major problem have you encountered at work and how did you deal with it?
- Tell me about work-related situations that cause stress for you. How do you handle such stress?
- What have you learned from the jobs that you have held?
- How would you describe yourself?
- Is there anything else that I should know about you as we consider you for this job?

Remember, you should be asking questions about legitimate, bonafide requirements for the job. Not only is this fair and equitable hiring practice, but it will help you to find the best qualified candidate for the job.