

## Examples of discriminatory and legal interview questions

The following table outlines the various Equal Employment Opportunity Categories. The table lists discriminatory questions that hiring supervisors are prohibited from asking and also gives examples of legal interview questions that hiring supervisors can ask.

**Note:** Always consult with your Human Resources office if you are unsure regarding the legality of any interview questions.

TOPIC	PROHIBITED QUESTIONS	BETTER TO ASK
<b>Age</b>	How old are you? What is your date of birth? When did you graduate from high school?	Are you at least 18 years old?
<b>Arrest Records</b>	Have you ever been arrested?	Have you ever been convicted of a felony or misdemeanor? <b>Note:</b> Convictions cannot be grounds for automatic rejection. You should consider the type, number, and recency of convictions and the relationship to the job in question.
<b>Children and childcare</b>	Do you have any children? How old are your children? What kind of childcare arrangements have you made? Do you plan to have children? Are you pregnant?	The position requires extensive travel – can you travel for about 8 days per month? This position requires dependable job attendance and frequent last minute overtime. Can you meet these requirements?
<b>Disability and health</b>	Do you have any disabilities? Have you ever been treated for any of the following diseases?	None. Do NOT ask these questions.
	Are you able to stand or walk?	Can you perform _____ (a specific job function, such as loading three-pound boxes of paper into a copier)?
	How many days sick leave did you take last year?	What would your supervisor say about your attendance? Do you have any attendance problems?
	What medications are you currently taking? Have you ever been addicted to drugs?	Are you currently using illegal drugs?
<b>Height and weight</b>	Are you at least _____ tall? Do you weigh less than _____?	Can you (insert specific job function, such as) work within the confines of a two-foot-wide aisle? Can you place packages on shelves that are six feet above the floor?
<b>Marital status</b>	Are you married, single, divorced, widowed, or separated? What is your maiden name? What does your spouse do for a living? Do you	None. Do NOT ask these questions.

	like to be addressed by Mrs., Miss or Ms.?	
<b>Religion</b>	What is your religion? Which church do you attend? What are your religious holidays?	Are you able to work weekends?
<b>Race and national origin</b>	Where were you born? Where were your parents or spouse born? Are you a U.S. Citizen?	Can you show proof of your eligibility to work in the U.S.? Are you fluent in any languages other than English? <b>Note:</b> You may ask the second question only as it relates to the job for which the applicant is interviewing.