



The DO's AND DON'TS OF INTERVIEWING

Topic	You may not ask questions like:	You may ask:
Personal Life	<ul style="list-style-type: none"> • Are you married or single? • Are you divorced? • Do you have any children, plan to have children, have child care arrangements? • Are you pregnant? Do you plan to become pregnant any time soon? • Does your spouse work? • What does your spouse do? • How are you planning to get to work? • What do you do with your time outside of work? • Do you own or rent? • With whom do you live? • Do you belong to any non-work related organizations? 	<ul style="list-style-type: none"> • Is there anything that might interfere with your availability for work? • What skills or expertise do you have from previous employment or life experience that may be useful to you in this position?
Race	<ul style="list-style-type: none"> • What race are you? • Do you belong to any social clubs/organizations? 	<ul style="list-style-type: none"> • No Questions
Age	<ul style="list-style-type: none"> • How old are you? • What year were you born? • When did you graduate from high school? 	<ul style="list-style-type: none"> • No Questions Except <ul style="list-style-type: none"> • Are you under 18? • Do you have a work permit?
Religion	<ul style="list-style-type: none"> • What religion are you? • What church do you belong to? • What religious holidays do you celebrate? 	<ul style="list-style-type: none"> • Questions related to availability of work

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Topic	You may not ask questions like:	You may ask:
Disability	<ul style="list-style-type: none">• Are you disabled? What is the nature of your disability?• Do you really think you can handle this job with your disability?• How limiting is your disability?• Will you ever get better?• Was this caused by an accident• Have you ever been treated for drug addiction?• Have you ever sought mental health counseling?• Do you consume alcohol? How much alcohol do you consume?• Do you currently take any medication?• Do you illegally use drugs?• How many days of leave from employment did you take last year?	<ul style="list-style-type: none">• If the applicant has a visible disability, or voluntarily raises the existence of a disability in the inter-view, you can ask:• Are you able to perform job-related functions (use job description), with or without "reasonable accommodation"? Please describe or demonstrate how you would perform these functions.• Can you meet the attendance requirements of this job?
National Origin	<ul style="list-style-type: none">• Where were you born?• How did you acquire your ability to read, speak and write [language] fluently?• Is your spouse/are your parents citizens of the United States?• Are you a naturalized or native born citizen? When did you acquire citizenship?• Can I have a copy of your citizenship papers?	<ul style="list-style-type: none">• If offered employment, can you provide documentation that you have a legal right to work in the United States?• What languages do you read, speak and write fluently'?• Once you hire the employee, you must comply with immigration laws and verify the employee's legal work status.
Arrests/ Convictions	<ul style="list-style-type: none">• Have you ever been arrested?• Have you ever been in jail?	<ul style="list-style-type: none">• Have you ever been convicted of a crime?