

APPROPRIATE AND INAPPROPRIATE INTERVIEW QUESTIONS

<u>Subject</u>	<u>Appropriate</u>	<u>Inappropriate</u>
AGE	Questions about age are only permitted if it is necessary to ensure that a person is legally old enough to do the job.	Questions about age, dates of attending school, dates of military service, request for birth certificate
ADDRESS	What is your address?	Examples: Do you own or rent your home? How long have you lived at your current address?
ARREST RECORD*	Wisconsin law permits questions only on pending charges if they are substantially related to the particular job. Note: consult ALS before disqualifying an applicant on the basis of arrest record.	Questions about pending charges for jobs other than those that are substantially related to the particular job. Questions about arrest records.
CONVICTIONS*	May ask about record of convictions of felony or misdemeanor offenses if all applicants are asked. Note: Only convictions that are substantially related to the particular job (consult ALS).	Questions about convictions that are not substantially related to the job.
CITIZENSHIP	May ask about legal authorization to work in the specific position if all applicants are asked.	Examples: Are you a US citizen? Where were you born? Where were your parents born? Are you an American? What kind of name is that?
CREDIT RATING OR GARNISHMENTS	Only if the job requires significant financial responsibility or access to cash or funds. In most cases, no question is acceptable.	Questions about credit ratings since they have little or no relation to job performance. It is a civil rights violation to refuse to hire someone based on poor credit rating.
DISABILITY	Are you able to perform the essential functions of this job—with or without accommodations? Questions about knowledge and skills necessary to perform the job requirements. http://www.wisc.edu/edrc/disability/	Example: Do you have a disability? What is the nature of severity of your disability?
EDUCATION	Inquiries about degrees or equivalent experience that are related to the job being applied for.	Questions about education that are not related to job being applied for.

* Note: Reference Wisconsin Human Resources Handbook Chapter 246 - Securing Applicant Arrest and Conviction Information, which can be found at <http://oser.state.wi.us/section.asp?linkid=29>

The information suggests processes to be compliant with statute 111.3, Wisconsin Fair Employment Law.

FAMILY/MARITAL STATUS	Whether an applicant can meet work schedules or job requirements. Should be asked of both sexes.	Any inquiry about marital status, children, pregnancy or child care plans.
HEALTH	None.	Example: How is your (or your family's) health?
MILITARY	Type of education and experience in service as it relates to a particular job.	Type of discharge or registration status.
NAME	May ask current legal name. "Is additional information, such as a different name or nickname necessary in order to check job references?"	Questions about national origin, ancestry, or prior marital status.
NATIONAL ORIGIN	May ask <u>all</u> applicants if legally authorized to work in this specific position.	Whether applicant is legally eligible to work in the U.S.A.
ORGANIZATIONS	Inquiries about professional organizations related to the position.	Inquiries about organizations that might indicate race, sex, religion or national origin.
RACE OR COLOR	None.	Comments about complexion, color, height, or weight.
RELIGION	Describe the work schedule and ask whether applicant can work that schedule. Also suggest that accommodations to schedule are possible. Must be asked of all candidates.	Inquiries on religious preferences, affiliations, or denominations.
SEXUAL ORIENTATION	None.	Examples: Are you gay? Why do you wear an earring (or something stereotypical to a group)?
WORK EXPERIENCE	Applicants previous employment experience.	Inquiries of protected group members on generalizations or stereotypes of the group. Questions about sick leave use or worker's compensation claims in previous job.

Rules to Remember

- Ask only what you need to know, not what you would like to know.
Need to know = affects the day-to-day requirements of the job.
Like to know = does not pertain to the job, usually personal in nature
- If you have any questions about the appropriateness of the question, don't ask it.
- If you ask a question to one applicant, you must ask the question to ALL applicants.

Questions?

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