





## Interview Questions – Illegal and Legal to Ask - By Inquiry Areas

Inquiry Area	<b>Illegal – Do Not Ask</b> 	<b>Legal – May Ask</b> 
Age	<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• What year were you born?</li> <li>• What year did you graduate high school?</li> </ul>	<ul style="list-style-type: none"> <li>• This job requires employees to be at least 18 years of age. Are you at least 18 years old?</li> </ul>
National Origin / Citizenship	<ul style="list-style-type: none"> <li>• Are you a U.S. citizen?</li> <li>• Where were you/your parents born?</li> <li>• What is your “native language”?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the United States?</li> </ul>
Race / Color	<ul style="list-style-type: none"> <li>• Any and all questions regarding a person’s race/color are illegal!</li> </ul>	<ul style="list-style-type: none"> <li>• None!</li> </ul>
Religion	<ul style="list-style-type: none"> <li>• Any questions regarding an applicant’s religious beliefs, denomination, what church they attend, or any questions about religious customs or holidays observed are illegal!</li> </ul>	<ul style="list-style-type: none"> <li>• None!</li> <li>• Religious accommodations may only be discussed after an employee has been hired, and if/when the employee requests such an accommodation</li> </ul>
Marital / Family Status	<ul style="list-style-type: none"> <li>• Are you married? Divorced?</li> <li>• With whom do you live?</li> <li>• Do you plan to get married?</li> <li>• Do you plan to have a family?</li> <li>• Do you have children?</li> <li>• What are your child care arrangements?</li> <li>• What would you do if your spouse was transferred?</li> </ul>	<ul style="list-style-type: none"> <li>• This job is located in _____.</li> <li>• Would you be willing to relocate if necessary?</li> <li>• This job requires overtime on occasions. Would you be willing and able to work overtime as necessary?</li> </ul>
Personal / Physical	<ul style="list-style-type: none"> <li>• How tall are you?</li> <li>• How much do you weigh?</li> <li>• Have you been ill lately?</li> <li>• Are you taking any prescription drugs?</li> <li>• How many days of work did you miss last year due to illness?</li> <li>• How is your family’s health?</li> </ul>	<ul style="list-style-type: none"> <li>• This job requires the ability to retrieve and transport up to ___ pounds an average of ___ times per day. Are you able to perform this function of the job?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• Have you been hospitalized?</li> <li>• Have you ever been treated by a psychologist/psychiatrist?</li> <li>• Have you been treated for drug addiction?</li> <li>• Are you a disabled veteran?</li> <li>• What is your medical history?</li> </ul>	<ul style="list-style-type: none"> <li>• The essential functions of this job involve _____. Are you able to perform the essential job functions?</li> <li>• Please describe how you would carry out/perform the following job-related function, _____.</li> </ul>
Finances or Arrest Record	<ul style="list-style-type: none"> <li>• Do you have any debts?</li> <li>• How much/what kind of insurance do you have?</li> <li>• Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>• None! These types of issues will be explored/investigated during the background check after an initial job offer has been made.</li> </ul>
Politics	<ul style="list-style-type: none"> <li>• Do you belong to any social or political groups?</li> </ul>	<ul style="list-style-type: none"> <li>• None! These types of questions are prohibited!</li> </ul>
Military Service Record	<ul style="list-style-type: none"> <li>• If you have been in the military, were you honorably discharged?</li> </ul>	<ul style="list-style-type: none"> <li>• What type of training/education did you receive in the military that would apply to this job?</li> </ul>