

Appropriate and Inappropriate Interview Questions

	Appropriate Questions	Inappropriate Questions
National Origin	<ul style="list-style-type: none"> ✓ What is your name? ✓ Have you ever worked under a different name? ✓ Do you speak any foreign languages 	<ul style="list-style-type: none"> × What's the origin of your name? × What is your ancestry?
Age	<ul style="list-style-type: none"> ✓ Are you over 18? ✓ If hired, can you prove your age? 	<ul style="list-style-type: none"> × How old are you? × What is your date of birth?
Gender	<ul style="list-style-type: none"> ✓ (Say nothing unless it involves a bona fide occupational qualification) 	<ul style="list-style-type: none"> × Are you a woman or a man?
Race	<ul style="list-style-type: none"> ✓ (Say nothing.) 	<ul style="list-style-type: none"> × What is your race?
Disabilities	<ul style="list-style-type: none"> ✓ Do you have any disabilities that may inhibit your job performance? ✓ Are you willing to take a physical exam if the job requires it? 	<ul style="list-style-type: none"> × Do you have any physical defects? × When was your last physical? × What color are your eyes, hair, etc?
Height and Weight	<ul style="list-style-type: none"> ✓ (Not appropriate unless it is a bona fide occupational qualification) 	<ul style="list-style-type: none"> × How tall are you? × How much do you weigh?
Residence	<ul style="list-style-type: none"> ✓ What is your address? ✓ How long have you lived there? 	<ul style="list-style-type: none"> × What are the names/relationships with those that you live with?
Religion	<ul style="list-style-type: none"> ✓ (You may inform a person of the required work schedule) 	<ul style="list-style-type: none"> × Do you have any religious affiliations?
Military Record	<ul style="list-style-type: none"> ✓ Did you have any military education/experience pertinent to this job? 	<ul style="list-style-type: none"> × What type of discharge did you receive?
Education and Experience	<ul style="list-style-type: none"> ✓ Where did you go to school? ✓ Did you finish school? ✓ What is your prior work experience? ✓ Why did you leave? ✓ What is your salary history? 	<ul style="list-style-type: none"> × Is that a church-affiliated school? × When did you graduate? × What are your hobbies?
Criminal Record	<ul style="list-style-type: none"> ✓ Have you ever been convicted of a crime? 	<ul style="list-style-type: none"> × Have you ever been arrested?
Citizenship	<ul style="list-style-type: none"> ✓ Do you have a legal right to work in the United States? 	<ul style="list-style-type: none"> × Are you a U.S. citizen?
Marital/Family Status	<ul style="list-style-type: none"> ✓ What is the name, address and telephone number of a person we may contact in case of an emergency? 	<ul style="list-style-type: none"> × Are you married, divorced, single? × Do you prefer Miss, Mrs., or Ms.?