

HUMAN RESOURCES
WESLEYAN UNIVERSITY

Interviewing Topics and Questions
-Acceptable vs. Unacceptable-

Following is a chart that will distinguish acceptable from unacceptable inquiries when seeking information from applicants. The guidelines apply to questions asked during interviews. Keep in mind that any inquiry that is not job-related may be unlawful if it seeks information related to a person's potential protected status.

AREA OF INQUIRY	ACCEPTABLE AREAS OF INQUIRY	UNACCEPTABLE AREAS OF INQUIRY
Name	After offer for access purpose, inquire into whether the applicant's work records are under another name.	To ask if a woman is a Miss, Mrs. or Ms. To request applicant to give maiden name, or any other previous name used. Have you legally ever changed your name? What is your original name?
Age	None	To ask age or age group of applicant Birth date or age of children To request birth certificate or baptismal record before hiring
Birthplace	Are you legally authorized to work in the United States? After offer you can ask if they will be able to provide proof of eligibility to work in the U.S (Required to complete I-9)	Where were you born? Where were your parents born?
Citizenship	Are you legally authorized to work in the United States?	Of what country are you a citizen? Are you or members of your family naturalized citizens? May I see a copy of your naturalization papers? Visa Type
National Origin/Ancestry	If language is required for the job –you may ask – What languages do you read, speak or write fluently?	What is your lineage, ancestry, national origin, descent, parentage or nationality? What is the nationality of your parents and spouse?
Race/Color	None	Any inquiry that would indicate race or color
Sex	None	To ask an applicant any inquiry which would indicate sex, unless occupational qualification (an example would be a locker room or rest room attendant)
Sexual Orientation	None	To ask an applicant any question that would indicate the applicant's sexual or affectional orientation
Religion	If you need to know if an applicant is available to work on Saturday or Sunday, ask: "Are you available to work on weekends if needed?" Make sure you ask this question of all applicants. Describe actual schedule for the job.	What is your religious affiliation or denomination? What church do you belong to? What is the name of your pastor, minister or rabbi? What religious holidays do you observe? Or any question that would indicate religious preference or affiliation

AREA OF INQUIRY	ACCEPTABLE AREAS OF INQUIRY	UNACCEPTABLE AREAS OF INQUIRY
Marital/Parental Status	None	To ask about status, history of spouse or partner The age of children Childcare arrangements or plans to have more children
Disability	Describe the job and ask if applicant is able to carry out the essential functions of the job with or without accommodation	Any other questions regarding disability, illness or drug/alcohol history
Military Service	Are you a veteran of the Armed Forces? If yes, what type of training or education did you receive while in the Armed Forces which may be a benefit to you here	To ask type of discharge Were you ever disciplined while in the service?
Education	To ask what academic professional or vocational schools attended To ask about language skills such as reading and writing foreign languages	Specifically ask the nationality, racial or religious affiliation of schools attended To ask how foreign language was acquired What date did you attend or graduate from high school or college?
Work Schedule	To ask willingness and ability to work required work schedule	To ask willingness to work any particular religious holidays
Address/Housing	To ask for applicant's phone number or how they can be reached if a number is not available. Or address to mail any correspondence.	To ask applicant if they own their own home, or rent or live in an apartment of house Specific inquiry into foreign addresses that would indicate national origin Name or relationship of person with whom applicant resides
Organizations	To ask organizational membership-professional, social, if job related and so long as affiliation is not used to discriminate on the basis of race, sex, or national origin. Office held, if any	To request listing of all organizations, clubs, societies, and lodges to which applicant belongs or has belonged
Other	To inquire about any area that has direct reflection on the job applied for	Any non-job-related inquiry that may present information permitting unlawful discrimination