

Interviewing Guidelines

Federal, state, and local anti-discrimination laws have a significant impact on the way an employer may recruit and select employees. Employers may not discriminate on any legally-recognized basis, including but not limited to, veteran status, race, color, sex, religion, national origin, disability, age, or genetic information. The following guidelines can help you to conduct effective, legal interviews.

Avoid Asking Applicants Questions Regarding:

- Age or date of birth
- Previous address
- Religion or race
- Mother's surname
- Marital status or maiden name
- Number or ages of children
- Who will care for the children
- Spouse's or parents' place of employment
- Parents' residence
- Whether they rent or own their residence
- Loans, financial obligations, wage attachments, or personal bankruptcies
- Arrests
- Foreign languages spoken (unless job relevant)
- Memberships in social organizations
- Visible physical characteristics (for example, scars, burns)
- Personal and family health history or status
- Psychological well-being
- Past injuries or diseases