## Interview Guide:

<table>
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<tr>
<th>Interview Topics</th>
<th>Appropriate</th>
<th>Inappropriate</th>
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</table>
| **Age**          | • Are you over the minimum age for the working conditions?  
• How old are you?  
• What year were you born?  
• When did you graduate from high school / college?  
| **Citizenship**  | • Are you legally authorized to work in the U.S.?  
• Will you now or in the future ever require visa sponsorship?  
• Are you able to provide proof of employment eligibility status within 3 days of hire?  
• Are you citizen of the U.S.?  
• Are your parents or spouse citizens of the U.S.?  
• On what dates, did you acquire citizenship?  
• Cannot ask for proof of citizenship before hiring.  
| **Credit Rating**| • You cannot ask or base any hiring decisions on credit rating.  
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| **Criminal Record** | • It is never appropriate to ask.  
| **Disability**   | • Can you perform the specific duties of the job?  
• What is your medical history?  
• How does your condition affect your abilities?  
• Do you have any disabilities?  
• What kind of childcare arrangements have you made?  
• Are you pregnant?  
• How will your spouse feel about the amount of time you will be traveling if you get this job?  
• Do not ask any questions concerning spouse; spouse’s employment, salary, arrangements; or dependents.  
| **Family**       | • Describe the relevant work experience you acquired from the U.S. Armed Forces as it relates to this position.  
• What type or condition is your military discharge?  
• Can you supply your discharge papers?  
• What is your experience in other than the U.S. Armed Forces?  
• What kind of childcare arrangements have you made?  
• Are you pregnant?  
• How will your spouse feel about the amount of time you will be traveling if you get this job?  
• Do not ask any questions concerning spouse; spouse’s employment, salary, arrangements; or dependents.  
| **Military**     | • What languages do you speak, read, or write fluently?  
• What is your nationality?  
• Where were you born?  
• Where are your parents from?  
• What is your heritage?  
• What language do you speak at home?  
• Are you legally authorized to work the U.S.?  
• Will you now or in the future ever need sponsorship for work authorization?  
| **National Origin** | • You cannot base hiring decisions on parental status.  
• How many kids do you have?  
• Do you plan to have children?  
• Are you pregnant?  
• Will you be starting a family soon?  
| **Parental Status** | • It is never appropriate to ask.  
• What race are you?  
• Are you a minority?  
| **Race**         | • Can you work on Saturdays?  
• What is your religious affiliation?  
• Which religious holidays will you be taking off?  
| **Religion**     | • Can you start work at 8:00am?  
• Do you own or rent your home?  
• Do you live in town?  
• With whom do you live?  
| **Residence**    | For more resources, please visit personifysearch.com/blog.
Interview Guide:

Areas of focus:
- Duties and responsibilities associated with the job
- Career possibilities and opportunities for growth, development, and advancement
- Position-specific characteristics/duties (location, travel, etc.)
- Candidate qualifications, abilities, work experience, and education
- Candidate achievements/performance in roles and job experiences
- Work challenges candidate has previously faced

Areas to avoid:
- Do not engage in any conversation concerning:
  - Race, national origin, religion, gender, sexual orientation, disability, age, or ancestry
- If the candidate raises one of the above topics,
  - Listen, but do not discuss it
  - Immediately redirect the conversation back to the interview questions
- Avoid assumptions based on these topics and remember these cannot be a determining factor as a reason for selecting a candidate

To avoid illegal questions, focus only on questions that are job related. Specially, you will want to ask questions that align with the job requirements and skills.

Consider the following: “Is this something I really need to know?”

For more resources, please visit personifysearch.com/blog.