

# Interview Guide:

Interview Topics	Appropriate	Inappropriate
<b>Age</b>	<ul style="list-style-type: none"> <li>•Are you over the minimum age for the working conditions?</li> </ul>	<ul style="list-style-type: none"> <li>•How old are you?</li> <li>•What year were you born?</li> <li>•When did you graduate from high school / college?</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>•Are you legally authorized to work in the U.S.?</li> <li>•Will you now or in the future ever require visa sponsorship?</li> <li>•Are you able to provide proof of employment eligibility status within 3 days of hire?</li> </ul>	<ul style="list-style-type: none"> <li>•Are you citizen of the U.S.?</li> <li>•Are your parents or spouse citizens of the U.S.?</li> <li>•On what dates, did you acquire citizenship?</li> <li>•Cannot ask for proof of citizenship before hiring.</li> </ul>
<b>Credit Rating</b>	<ul style="list-style-type: none"> <li>•You cannot ask or base any hiring decisions on credit rating.</li> </ul>	<ul style="list-style-type: none"> <li>•You cannot ask or base any hiring decisions on credit rating.</li> </ul>
<b>Criminal Record</b>	<ul style="list-style-type: none"> <li>•It is never appropriate to ask.</li> </ul>	<ul style="list-style-type: none"> <li>•Have you ever been arrested?</li> <li>•Have you ever spent a night in jail?</li> <li>•Have you been convicted of a crime?</li> <li><i>*Can include on application.</i></li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>•Can you perform the specific duties of the job?</li> </ul>	<ul style="list-style-type: none"> <li>•Do you have any disabilities?</li> <li>•What is your medical history?</li> <li>•How does your condition affect your abilities?</li> </ul>
<b>Family</b>	<ul style="list-style-type: none"> <li>•Can you work overtime?</li> <li>•Is there any reason that you cannot start at 8:00am?</li> </ul>	<ul style="list-style-type: none"> <li>•What kind of childcare arrangements have you made?</li> <li>•Are you pregnant?</li> <li>•How will your spouse feel about the amount of time you will be traveling if you get this job?</li> <li>•Do not ask any questions concerning spouse; spouse's employment, salary, arrangements; or dependents.</li> </ul>
<b>Military</b>	<ul style="list-style-type: none"> <li>•Describe the relevant work experience you acquired from the U.S. Armed Forces as it relates to this position.</li> </ul>	<ul style="list-style-type: none"> <li>•What type or condition is your military discharge?</li> <li>•Can you supply your discharge papers?</li> <li>•What is your experience in other than the U.S. Armed Forces?</li> </ul>
<b>National Origin</b>	<ul style="list-style-type: none"> <li>•What languages do you speak, read, or write fluently?</li> <li>•Are you legally authorized to work the U.S.?</li> <li>•Will you now or in the future ever need sponsorship for work authorization?</li> </ul>	<ul style="list-style-type: none"> <li>•What is your nationality?</li> <li>•Where were you born?</li> <li>•Where are your parents from?</li> <li>•What is your heritage?</li> <li>•What language do you speak at home?</li> </ul>
<b>Parental Status</b>	<ul style="list-style-type: none"> <li>•You cannot base hiring decisions on parental status.</li> </ul>	<ul style="list-style-type: none"> <li>•How many kids do you have?</li> <li>•Do you plan to have children?</li> <li>•Are you pregnant?</li> <li>•Will you be starting a family soon?</li> </ul>
<b>Race</b>	<ul style="list-style-type: none"> <li>•It is never appropriate to ask.</li> </ul>	<ul style="list-style-type: none"> <li>•What race are you?</li> <li>•Are you a minority?</li> </ul>
<b>Religion</b>	<ul style="list-style-type: none"> <li>•Can you work on Saturdays?</li> </ul>	<ul style="list-style-type: none"> <li>•What is your religious affiliation?</li> <li>•Which religious holidays will you be taking off?</li> <li>•Do you attend church regularly?</li> </ul>
<b>Residence</b>	<ul style="list-style-type: none"> <li>•Can you start work at 8:00am?</li> </ul>	<ul style="list-style-type: none"> <li>•Do you own or rent your home?</li> <li>•Do you live in town?</li> <li>•With whom do you live?</li> </ul>

For more resources, please visit [personifysearch.com/blog](http://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?”***

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