



Practical Tips for Compliant Interviewing

VALLEY CITY
STATE UNIVERSITY

Category	You may ask	Questions and Statements to stay away from
Age	Are you 18 years of age or older?	<ul style="list-style-type: none"> ▪ How old are you? ▪ When did you graduate from high school? ▪ How do you feel about working for a person younger than you? ▪ You must be getting close to retirement age...
Gender	<ul style="list-style-type: none"> ▪ Do you have responsibilities other than work that will prevent you from performing specific job requirements such as traveling? ▪ What hours and days can you work? ▪ Have you ever worked under a different name? 	<ul style="list-style-type: none"> ▪ Do you have plans for having children? ▪ Child care is so hard to get. Do you have any baby-sitting problems? ▪ What is your maiden name? ▪ How would you feel working for a man/woman? ▪ Our customers sometimes prefer to be served by men. I hope you don't have a problem with that. ▪ Do you think your women's intuition would come in handy on this job? ▪ Tell me...how did a man come to be interested in this kind of work?
Race	None	<ul style="list-style-type: none"> ▪ There aren't very many minorities in our department. Will that be a problem for you? ▪ You look like you have an interesting family history. How would you define your race?
Sexual Orientation	<ul style="list-style-type: none"> ▪ Request the name of a spouse or emergency contact only after the individual is employed. 	<ul style="list-style-type: none"> ▪ What is the name of a relative to be notified in case of emergency? ▪ Are you married? ▪ You people are so creative; you'd be just perfect for the job. ▪ This is a real family oriented department. Is that okay with you?
National Origin	<ul style="list-style-type: none"> ▪ Are you legally eligible to work in the United States? ▪ After making a conditional offer, an employer may inform the applicant that he/she will have to produce documents for work eligibility. ▪ Inquiry into languages applicants speak fluently, if it is a requirement for the job. 	<ul style="list-style-type: none"> ▪ Where were you born? ▪ Of what country are you a citizen? ▪ Polski, what kind of name is that? ▪ I see you speak Spanish. Did you learn that in your native country or in school?



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Disability	<ul style="list-style-type: none"> ▪ Are you able to perform the duties of the job with or without accommodation? ▪ If the applicant indicates that she/he can perform the tasks with an accommodation, you may ask: <ul style="list-style-type: none"> ○ What accommodation would you need in order to perform the tasks? ○ Now that you have heard the hours, leave policies, and other requirements of this position, do you feel you will be able to meet these requirements? ○ How many days were you absent from work last year? ○ An employer may make medical inquiries or require a medical examination of all candidates at the stage a conditional offer is made. 	<ul style="list-style-type: none"> ▪ Do you have any disabilities? ▪ Are you in good health? ▪ Do you have any physical defects that prevent you from performing certain kinds of work? ▪ That's a noticeable limp...Those are very thick glasses...How severe is your disability? ▪ What is the prognosis for your condition? ▪ Will you require a special leave because of your disability or its treatment? ▪ Please list any conditions or diseases you were treated for in the last 3 years. ▪ How many days were you absent last year because of illness? ▪ Have you ever been treated by a psychiatrist or counselor? ▪ You mentioned your daughter has multiple sclerosis. Will that have an effect on your attendance? ▪ Do you have any family members or relatives who are disabled?
Religion	<ul style="list-style-type: none"> ▪ Will you be available to work the required schedule? 	<ul style="list-style-type: none"> ▪ What church do you attend? ▪ Will you need to take time off from work to observe (name of particular religious holiday)?
Education	<ul style="list-style-type: none"> ▪ Do you have a high school diploma or equivalent? ▪ Do you have a university degree? 	<ul style="list-style-type: none"> ▪ When did you graduate from high school or college?
Finances	None	<ul style="list-style-type: none"> ▪ Do you own your own home? ▪ How long have you lived at your present address? ▪ Have your wages ever been garnished?
Military	What type of education, training, and experience did you receive in the military?	What type of discharge did you receive?



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Unions	Inquiry into membership in organizations the applicant	<ul style="list-style-type: none">▪ Are you a union member?▪ List all clubs, societies, and lodges you belong to.
Workers' Comp	None	<ul style="list-style-type: none">▪ Have you ever filed for Workers' compensation?▪ Have you had any prior work injuries?
Arrests	It is best to only ask about convictions for crimes related to the job.	Have you ever been arrested?