



## Interview Questions – Do’s and Don’ts

Topic	Unacceptable	Acceptable
Military Service	<ul style="list-style-type: none"> <li>● What type of discharge did you receive</li> </ul>	<ul style="list-style-type: none"> <li>● What type of education or training did you receive while in the military?</li> <li>● In what branch of the armed services did you serve?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>● Do you have any disabilities?</li> <li>● When did you lose your eyesight/leg/hearing?</li> </ul>	<ul style="list-style-type: none"> <li>● Are you able to perform the essential functions of the job you are applying for?</li> </ul>
Age/Date of Birth	<ul style="list-style-type: none"> <li>● How old are you? When did you graduate from high school?</li> </ul>	<ul style="list-style-type: none"> <li>● Are you over the age of 18? Are you legally eligible for employment in the United States?</li> </ul>
Affiliations/Religion	<ul style="list-style-type: none"> <li>● What clubs or organizations do you belong to?</li> <li>● Do you go to church?</li> </ul>	<ul style="list-style-type: none"> <li>● What professional or other organizations that you belong to do you consider relevant to your ability to perform this job?</li> <li>● Are you available to work on Saturdays and Sundays?</li> </ul>
National Origin/Citizenship	<ul style="list-style-type: none"> <li>● Where were you/your parents born?</li> <li>● What is your native language?</li> <li>● Are you a US citizen?</li> <li>● What is your country of citizenship?</li> </ul>	<ul style="list-style-type: none"> <li>● Are you authorized to work in the United States?</li> <li>● Will you now or in the future require sponsorship for employment visa status?</li> </ul>
Race/Color/Origin/Sex/Gender/Addresses/Worker’s Comp	<ul style="list-style-type: none"> <li>● All questions are illegal</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>
Personal	<ul style="list-style-type: none"> <li>● How tall are you?</li> <li>● How much do you weigh?</li> <li>● What is your mother’s or father’s name?</li> </ul>	<ul style="list-style-type: none"> <li>Are you able to perform the essential functions of the job you are applying for?</li> </ul>
Marital/Family Status	<ul style="list-style-type: none"> <li>● Are you married or do you have a partner?</li> <li>● What are your childcare arrangements?               <ul style="list-style-type: none"> <li>● With whom do you live?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Would you be willing to relocate, if necessary?               <ul style="list-style-type: none"> <li>● Do you have responsibilities or commitments that would prevent you from meeting specified work schedules?</li> </ul> </li> </ul>
Reliability/Attendance	<ul style="list-style-type: none"> <li>● Do you own a car?</li> </ul>	<ul style="list-style-type: none"> <li>● What hours and days are you available to work?</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>How much do you make?</li> </ul>	<ul style="list-style-type: none"> <li>What are your salary expectations?</li> </ul>