

Interview Questions – Do’s and Don’ts

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