

INTERVIEW GUIDE

SUBJECT	DON'T ASK	YOU CAN ASK
AGE	What is your date of birth? What is your age? What year did you graduate from high school?	If hired, can you provide proof that you are of legal age?
QUALIFICATIONS	Don't you think you are overqualified?	Tell me about your professional experience and/or educational experience that make you qualified for this position.
RESIDENCE	Do you own or rent your residence? How long have you resided at that address? What was your former address and how long did you reside there?	What is your present address?
RACE / COLOR	What is your race? What color are your hair, eyes or skin?	NONE !
RELIGION	What is your religious affiliation or denomination? What church do you belong to? What is the name of your pastor, minister or rabbi? What religious holidays do you observe?	None! (If you wish to know if an applicant is available to work Saturday or Sunday shifts, ask: "Are you available to work on Saturdays or Sundays, if needed?" Make sure to ask this question of all applicants.)
SEX	Are you male or female? (Or any other inquiries that include sex.)	NONE !
PHOTOGRAPHS	Submit a photograph with your application form or after the interview.	A photograph may be required after hire for identification or other ID purposes.
EDUCATION	Are you a high school graduate? (Unless having a high school diploma is a bona fide occupational qualification, asking whether an applicant has one may violate the law.)	List your academic, vocational, or professional education, and all schools you attended.
CITIZENSHIP	Of what country are you a citizen? Are you or other members of your family naturalized citizens? If so when did they become citizens? Attach a copy of your naturalization papers to your application form.	None, unless U.S. citizenship constitutes a bona fide occupation qualification.
NATIONAL ORIGIN / ANCESTRY/ BIRTHPLACE	What is your lineage, ancestry, national origin, descent, parentage, or nationality? What is your native language? What is the nationality of your parents and spouse. Where were you born?	What languages do you read speak, or write fluently? (Only if another language is necessary to perform the job.). Will you be able to provide proof of your employment eligibility?
HEIGHT & WEIGHT	What is your height and weight?	NONE! (Unless employer proves that a bona fide occupation qualification exists.)
ARRESTS AND CONVICTIONS	Have you ever been arrested? Have you ever been charged with any crime?	Have you ever been convicted of any crime?
MARITAL OR FAMILY STATUS	What is your marital status? What is your spouse's name? What was your maiden name? How many children do you have? Are you pregnant? Do you plan to have children? What day-care provisions have you made for your children?	NONE! (You may ask all applicants if they have any commitments or responsibilities that might prevent them from meeting attendance requirements or if they anticipate lengthy absences from work.)
MILITARY RECORD	What type of military discharge did you receive? Were you ever disciplined while in the service?	Are you a veteran of the Armed Forces? If yes, what type of training or education did you receive while in the military?
ORGANIZATIONS	List all social organizations, clubs, societies, and lodges to which you belong.	List any professional, trade, or service organizations in which you are a member.
REFERENCES	What is the name of your pastor, minister, or rabbi?	Who referred you for a position here? List the names of persons willing to provide professional or character references for you.
HANDICAPS	Are you handicapped?	Are you able to perform the essential functions of the job - with or without reasonable accommodations?