

# What not to ask in an interview

Application and interview questions, like all other employment practices, must avoid unlawful discrimination. Application inquiries and interview questions should avoid questions and statements regarding the following topics.

<i>Topics to avoid</i>	<i>Instead of asking this. . .</i>	<i>Ask this instead. . .</i>
<b>Age</b>	How old are you?	If you are under 18, can you furnish a work permit?
<b>Whether the applicant owns or rents a home, or the applicant's street address</b>		
<b>The applicant's arrest history</b>	Have you ever been arrested?	Have you ever been convicted of or pled guilty to a crime, other than traffic violations?
<b>The applicant's race, birth place or citizenship status or native language</b>	Are you a US citizen?	If you are hired, can you provide proof of authorization to work in the US?
<b>The applicant's marital status, parenthood status, pregnancy status, or maiden name</b>	Are you pregnant? Do you have children? What are your child care arrangements? Are you married? Do you have plans to marry?	This job requires overnight travel, an ability to work unusual hours, an agreement to not take leave time for the next year, etc. Can you meet this/these requirements? -- OR -- This job requires you to be available for work during the business hours of 8 to 5. Can you meet this requirement?
<b>Whether the applicant has filed for bankruptcy or had wages garnished</b>		
<b>Health, physical status, mental status, disability status, height or weight</b>	Do you have any health related problems, disabilities, etc. that may keep you from performing this job?  How many days were you absent from work last year?	Are you able to perform the specific job functions listed on the job description?  Our University allows XXX sick days per year. Can you comply with this requirement?
<b>Presentation of a photograph (pre-interview) or driver's license</b>		
<b>Gender, including a Mr., Mrs. , Miss, or Ms. Designation</b>		
<b>Membership in clubs or organizations <i>except</i> trade or professional organizations.</b>	What do you like to do in your spare time?	Are you a member of professional organizations pertinent to this job?