

Greetings

The outline below is designed to guide you through the application process as well as the interview process. The applications in the toolbox can be modified to reflect dept specific questions, but the general rule of thumbs is that if you can't ask in an interview, you can't ask it on a form.

13 Sample Illegal and Legal Interview Questions: (and a few answers-see below)

1. Age

Inappropriate:

How old are you?

What year were you born?

When did you graduate from high school?

Appropriate:

Before interviewing, asking if you are over the minimum age for the hours or working conditions.

After voting in verifying same with a birth certificate or other ID, and asking age on insurance forms.

2.Citizenship

Inappropriate:

Are you a citizen of the US?

Are your parents or spouse citizens of the US?

On what dates did you, your parents or your spouse acquire US Citizenship?

Are you, your parents or your spouse naturalized or native-born US citizens?

Appropriate:

If you are not a US citizen, do you have the legal right to remain permanently in the US?

What is your visa status (if no to the previous question).

Are you able to provide proof of employment eligibility upon hire?

3. Criminal Record

Inappropriate:

Have you ever been arrested?

Have you ever spent a night in jail?

Appropriate:

Have you ever been convicted of a crime?

4.Disability

Inappropriate:

Do you have any disabilities?

What's your medical history?

How does your condition affect your abilities?

Appropriate:

Can you perform the specific duties of the job.

After hiring, ask about medical history on insurance forms.

5.Family

Inappropriate:

Questions concerning spouse, or spouse's employment, salary, arrangements, or dependents.

What kind of child care arrangements have you made?

How will your spouse feel about the amount of time you will be traveling if you get this job?

Appropriate:

Can you work overtime?

Is there any reason you can't start at 7:30am?

Whether an applicant can meet specified work schedules or has activities or commitments that may prevent him or her from meeting attendance requirements.

6.Marital Status

Inappropriate:

Are you married, divorced, separated, engaged, widowed, etc?

Is this your maiden or married name?

What is the name of your relative/spouse/children?

Do you live with your parents?

Appropriate:

After hiring, marital status on tax and insurance forms

7.Military

Inappropriate:

What type or condition is your military discharge?

Can you supply your discharge papers?

What is your experience in other than US armed forces?

Appropriate:

Describe the relevant work experience as it relates to this position that you acquired from a US armed forces.

8.National Origin

Inappropriate:

What is your nationality?

Where were you born?

Where are your parents from?

What's your heritage?

What is your mother tongue?

How did you acquire the ability to speak, read or write a foreign language?

How did you acquire familiarity with a foreign country?

What language is spoken in your home?

Appropriate:

Verifying legal U.S. residence or work visa status.

What languages do you speak, read or write fluently.

9. Parental Status

Inappropriate:

How many kids do you have?

Do you plan to have children?

How old are your children?

Are you pregnant?

Appropriate:

After hiring, asking for dependent information on tax and insurance forms

10.Race or Skin Color

Inappropriate:

What race are you?

Are you a member of a minority group?

Appropriate:

None

11.Religion or Creed

Inappropriate:

What is your religious affiliation?

Which religious holidays will you be taking off from work?

Do you attend church regularly?

Appropriate:

Can you work on Saturdays?

12. Residence

Inappropriate:

Do you own or rent your home?

Do you live in town?

With whom do you live?

Appropriate:

Inquiries about the address to facilitate contact with the applicant.

Will you be able to start work at 8:00am?

13. Sex

Inappropriate:

Do you wish to be addressed as Mr., Mrs., Miss, or Ms.?

What are your plans to have children in the future?

Appropriate:

None

[Source: University of Chicago](#)
