

Understanding Illegal vs. Legal Interview Questions

INQUIRY AREA	ILLEGAL QUESTIONS	LEGAL QUESTIONS
National Origin/Citizenship	<ul style="list-style-type: none"> Are you a US citizen? Where were you/your parents born? What is your "native tongue"? 	<ul style="list-style-type: none"> Are you authorized to work in the United States? What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job)
Age	<ul style="list-style-type: none"> How old are you? When did you graduate? What's your birth date? 	<ul style="list-style-type: none"> Are you over the age of 18?
Marital/Family Status	<ul style="list-style-type: none"> What's your marital status? With whom do you live? Do you plan to have a family? When? How many kids do you have? What are your child-care arrangements? 	<ul style="list-style-type: none"> Would you be willing to relocate if necessary? Would you be able and willing to travel as needed for the job? Would you be able and willing to work overtime as necessary? <p>(These questions are okay assuming they are asked of all applicants for the job.)</p>
Affiliations	<ul style="list-style-type: none"> What clubs or social organizations do you belong to? 	<ul style="list-style-type: none"> List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.
Personal	<ul style="list-style-type: none"> How tall are you? How much do you weigh? (Questions about height and weight are not acceptable <i>unless</i> minimum standards are essential for safe performance of the job.) 	<ul style="list-style-type: none"> Are you able to lift a 50-pound weight and carry it 100 yards, as this is part of the job?
Disabilities	<ul style="list-style-type: none"> Do you have any disabilities? Please complete the following medical history. Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred. What was the date of your last physical exam? How's your family's health? When did you lose your eyesight? How? 	<ul style="list-style-type: none"> Are you able to perform all the essential functions of the job? (This question is okay if the interviewer has thoroughly described the job.) Can you demonstrate how you would perform the following job-related functions? As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)
Arrest Record	<ul style="list-style-type: none"> Have you ever been arrested? 	<ul style="list-style-type: none"> Have you ever been convicted of _____? (The crime named should be reasonably related to the performance of the job in question.)
Military	<ul style="list-style-type: none"> If you've been in the military, were you honorably discharged? 	<ul style="list-style-type: none"> In what branch of the armed services did you serve? What type of training or education did you receive in the military?