

INTERVIEW QUESTIONS THAT VIOLATE EQUAL EMPLOYMENT OPPORTUNITY

Inquiry Area	Questions that violate Equal Employment Opportunity	Questions that do not violate Equal Employment Opportunity
National Origin Citizenship	<ul style="list-style-type: none"> • Are you a U.S. 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 U.S.? • What languages do you read, speak or write fluently? (This question is only relevant if the information is critical to job performance.)
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 children do you have? • What are your childcare arrangements? 	<ul style="list-style-type: none"> • Would you relocate? • Are you willing and able to travel? • Are you willing and able to work overtime?
Affiliations	<ul style="list-style-type: none"> • To what clubs or social organizations do you belong? 	<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.
Disabilities	<ul style="list-style-type: none"> • Do you have any disabilities? • Complete the following medical history. • Have you had any illnesses or operations? • What was the date of your last physical exam? • How's your family's health? • How and when did you lose your eyesight? 	<ul style="list-style-type: none"> • Based on the job, can you perform these essential functions? • As part of the job process, you are required to pass a medical exam. • Can you demonstrate how you would perform the following job related function?
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 did you serve? • What type of training or education did you receive in the military?

Adapted from *Pre-employment Inquiries: What...And What Not To Ask* by Rochelle Kaplan, NACE, 1993