

Guide to Non-Discriminatory Interviewing

	It is discriminatory to inquire about:	It is not discriminatory to inquire about:
Name	<ul style="list-style-type: none"> The maiden name of a married woman applicant. The original name of an applicant whose name has been legally changed. 	<ul style="list-style-type: none"> For access purposes, whether the applicant's employment records are under another name.
Address/Housing	<ul style="list-style-type: none"> Whether applicant owns his/her home, rent or live in an apartment. 	<ul style="list-style-type: none"> To request place and length of time at current and previous addresses
Age	<ul style="list-style-type: none"> To request birth certificate or baptismal record <i>before</i> hiring. The sequence of the applicant's education (i.e. whether s/he went to college immediately after high school). 	<ul style="list-style-type: none"> To request birth certificate or baptismal record <i>after</i> hiring.
Sex	<ul style="list-style-type: none"> Sex of applicant, spouse or partner Sexual orientation Relationship with person to be notified in case of emergency or insurance beneficiary Anything which would indicate gender unless job related. (Only such jobs in education would be a full time locker room or restroom attendant.) Sex is not a bona fide occupational qualification (BFOQ) because a job involves physical labor beyond the capacity of some women, nor can employment be restricted just because the job is traditionally labeled "men's work" or "women's work" Sex cannot be used as a factor for determining whether an applicant will be satisfied in a particular job 	
Marital Status and Family Composition	<ul style="list-style-type: none"> Marital status <i>before</i> hiring Number and age(s) of dependent(s) of applicant and if applicant plans to have more children. 	<ul style="list-style-type: none"> Marital status <i>after</i> hiring. Number and age(s) of dependent(s) of applicant for insurance purposes
Birthplace and Residence	<ul style="list-style-type: none"> Birthplace of an applicant or that of his/her parents, grandparents, spouse, or partner. 	<ul style="list-style-type: none"> Applicant's place of residence Length of applicant's resident in state and/or city where the employer is located
Creed or Religion	<ul style="list-style-type: none"> Applicant's religious affiliation, church, parish or religious holidays observed 	
Race or Color	<ul style="list-style-type: none"> Applicant's race, or color of applicant's skin, eyes, hair, etc. 	<ul style="list-style-type: none"> General distinguishing characteristics such as scar, etc.
Photographs	<ul style="list-style-type: none"> Photographs with application or after interview but before hiring 	

Citizenship	<ul style="list-style-type: none"> Any and all inquires into whether applicant is now or intends to become a citizen of the US, or any other inquiry related to citizenship 	<ul style="list-style-type: none"> Whether the applicant is in the country on a visa which permits him or her to work. Date of citizenship Whether applicant, parents, spouse, or partner are (is) native-born or naturalized
National Origin and Ancestry	<ul style="list-style-type: none"> Applicant's lineage, ancestry, national origin, descent, parentage, or nationality Nationality of applicant's parents or spouse 	
Language	<ul style="list-style-type: none"> Applicant's mother tongue Where language skills were obtained Language commonly used by applicant at home 	<ul style="list-style-type: none"> Languages applicant speaks and/or writes fluently
Relatives & Marital Status	<ul style="list-style-type: none"> Name and/or address of any relative of applicant Names of relatives already employed by the company 	<ul style="list-style-type: none"> Name and address of person to be notified in an emergency
Military	<ul style="list-style-type: none"> Applicant's military experience in other than US Armed Forces, National Guard, or Reserve Units Applicant's whereabouts in 1914-18, 1941-45, 1950-53 Dates and conditions of discharge 	<ul style="list-style-type: none"> Military experience in the US Armed Forces (rank, branch, job-related experience)
Organizations	<ul style="list-style-type: none"> All clubs, social fraternities, societies, lodges, or organizations to which the applicant belongs, other than professional, trade, or service organizations 	<ul style="list-style-type: none"> Applicant's membership in any unions, professional or trade organization
References	<ul style="list-style-type: none"> The name of applicant's pastor or religious leader 	<ul style="list-style-type: none"> Names of persons willing to provide professional and/or character references for applicant
Photographs	<ul style="list-style-type: none"> Request photographs <i>before</i> hiring 	<ul style="list-style-type: none"> Request photographs <i>after</i> hiring
Handicap/Disability	<ul style="list-style-type: none"> Exclude handicapped applicants as a class on the basis of their handicap. 	<ul style="list-style-type: none"> Inquire for the purpose of determining applicant's capability to perform the job.
Arrest Record	<ul style="list-style-type: none"> The number and kinds of arrests of an applicant 	<ul style="list-style-type: none"> Numbers and kinds of convictions
Height and Weight	<ul style="list-style-type: none"> Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement 	
Work Schedule	<ul style="list-style-type: none"> To ask willingness to work on any particular religious holidays 	<ul style="list-style-type: none"> To ask willingness to work required work schedule