

THE RISK OBSERVER

HIRING INTERVIEW TIPS

Federal and state laws prohibit discrimination on the basis of an applicant's race, color, national origin, religion, sex, age, sexual orientation, marital status or disability. If you ask a job applicant a question specifically relating to one of these characteristics, you have broken the law and are subject to being sued, as is your organization. Interviewers should keep in mind that **every question in an interview should pertain to whether the applicant is qualified to perform the job being applied for.**

Interviewers should NOT ask questions that are in the following list. Provide this list to all personnel who are involved in interviewing job applicants.

- What is your age? How old are you? What is the date of your birth?
- Are you married? Divorced?
- If you are single, are you living with anyone?
- How old are you?
- Do you have children? If so, how many and how old are they?
- Do you own or rent your home?
- What church do you attend? What religion are you?
- Do you have any debts?
- Do you belong to any social or political groups?
- How much and what kinds of insurance do you have?
- Do you suffer from an illness or disability?
- Have you ever had or been treated for any conditions or diseases?
- Have you been hospitalized? What for?
- Have you ever been treated by a psychiatrist or psychologist?
- Have you had a major illness recently?
- How many days of work did you miss last year because of illness?
- Do you have any disabilities or impairments that might affect your performance in this job?
- Are you taking any prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?



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- Do you have a credit record? Have you ever been bankrupt?
- Where were you born?
- What is your hair/skin color? Height and weight?
- Have you ever filed a workers' compensation claim? If so, what was the nature of the claim?
- Do you plan to get married?
- Do you intend to start a family?
- What are your day care plans?
- Are you comfortable supervising employees of the opposite sex?
- What would you do if your spouse were transferred?
- Are you likely to take time off under the Family and Medical Leave Act?

Note: If a job applicant offers information on a topic you are not allowed to ask about, drop the subject right away. It is also prudent to be mindful of small talk during an interview.

Some questions you can ask about the applicant's background:

- What did you like/dislike most about your previous jobs?
- Why did you leave those jobs?
- Who were your supervisors?
- How did they rate your performance?
- When are you available for work?
- What skills do you have that will fulfill the job description with or without reasonable accommodation?
- Were you able to follow your previous employers' rules?



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