

Hiring Checklist

Topic	Do Not Ask	Interviewer May Reframe Question
Sex	Are you male or female? What are the names and relationships of persons living with you?	None.
Arrests & Convictions	Have you ever been arrested? Have you ever been charged with any crime?	You may notify that the job requires successful completion of a background investigation)
Religion	What is your religious affiliation or denomination? What church do you belong to? What is the name of your pastor, minister, or rabbi? What religious holidays do you observe?	None. (If you wish to know if an applicant is available to work Saturday or Sunday shifts, ask: “Are you available to work on Saturdays or Sundays if needed?” Make sure you ask this question of all applicants.)
Disabilities	Are you disabled?	Are you capable of performing the essential functions of this position, with or without reasonable accommodation?
Citizenship	What country are you a citizen? Are you or other members of your family naturalized citizens? If so, when did you or they become a U.S. citizen? Attach a copy of your naturalization papers to your application form.	If hired, you must be legally authorized to work in the United States?
Transportation	Do you have a car?	If the job requires the ability to travel to different locations - Are you able to travel to different locations as needed?
Residence	Do you own or rent? Give the names and relationships of persons residing with you.	None. Refrain from making statements about where the

		applicant lives (positive or negative)
Age	What is your date of birth? How old are you?	If hired, can you provide proof that you are at least 18 years of age?
National Origin	What is your ancestry, national origin, descent ancestry, parentage, or nationality? What is your native language? What is the nationality of your parents or spouse?	What languages do you speak or write fluently? (Do not ask unless strictly job related.)
Marital Status	What is your marital status? What is your spouse's name? What is your maiden name?	None.
Family Status	How many children do you have? Are you pregnant? Are you planning on having children? Who will keep your children if we hire you?	None. It is illegal to decline hiring a visibly pregnant woman because she is pregnant or treating a new hire differently, if she discloses she is pregnant.

To ensure a fair and compliant interview process, hiring departments must adhere to the following Acceptable and unacceptable manner when conducting interviews.

Appropriate Interview Questions

- Ask about the candidate's experience, including niche skills, technical expertise, and relevant background.
- Use probing questions to assess problem-solving abilities, leadership in projects, or how they have handled challenging situations in the past.
- Inquire about the candidate's preferred work environment and how they manage feedback.
- Ask role-specific questions that reflect the candidate's confidence in performing the job duties, as well as their interest in the department or company.

Inappropriate Interview Questions

- Do not ask candidates personal questions related to their religion, sexual orientation, age, marital status, disabilities, or political beliefs.
- Avoid making assumptions or asking questions based on cultural stereotypes or the candidate's nationality.
- Do not ask questions unrelated to the position or the company, which do not assess job qualifications.
- Refrain from asking about a candidate's hobbies, personal life, or any information not relevant to the position they are applying for.