

Guidelines for Asking Questions During Search Processes

Questions of the nature indicated below which **are not job related, are inappropriate and illegal** during all phases of the search process, including formal interviews, informal interactions between candidates and search representatives, and reference checks.

- Questions posed of one gender and not of the other.
- Questions about race, color, place of birth, national and family origin, religion, sex, sexual orientation, disability, age, or ancestry. However, you **may** ask about membership in job-related organizations or activities even if that also indicates or implies a person's protected group status.
- Questions about past, present, or future marital status, pregnancy, plans for a family, or child care issues. You may ask if the applicant has any commitments that would preclude the applicant from satisfying job schedules or performing job-related travel. If such questions are asked, they must be asked of both sexes.
- Questions about weight and height, unless this information is job-related.
- Questions about the candidate's state of health.
- Questions about disabilities, and the time needed for treatment of the disabilities, unless this information is necessary to determine the candidate's ability to perform an essential job function without significant hazard.
- Questions about a foreign address that would indicate national origin. You **may** ask about the location and length of time of a candidate's current residence.
- Questions about a candidate's native-born or naturalized status. You **may** ask if the candidate is eligible to work in the U.S. if the question is asked of all candidates. Contact the Office of Human Resources or Faculty Personnel Services for assistance in obtaining appropriate work authorization.
- Questions about a candidate's native tongue or how foreign language ability has been acquired. You **may** ask about foreign language skills if the position requires such ability.
- Questions about a candidate's willingness to work on religious holidays. You **may** ask about willingness to work a required schedule.
- Questions about whether a candidate has filed or threatened to file discrimination charges.
- Questions about military service and/or the candidate's type of discharge should not be asked. You **may** ask questions concerning service in the U.S. armed forces only if such service is a qualification for the position being sought.
- Questions that would reveal arrests without convictions. You **may** ask about convictions (but not arrests) for crimes that relate to the candidate's qualifications for a position.
- Questions about a candidate's credit rating or financial standing.
- Questions about a candidate's workers' compensation history.
- Questions about the date a candidate graduated from school. You **may** ask number of years attended and degree(s) obtained.
- Questions about any relative of a candidate that would be unlawful if asked of the candidate.

