

<u>SUBJECT</u>	<u>APPROPRIATE INQUIRIES</u>	<u>INAPPROPRIATE INQUIRIES</u>
AGE	None.	Questions about age, date of birth, requests for birth certificate.
ARRESTS/CONVICTIONS	May ask if any record of criminal convictions and/or offenses exist, if all applicants are asked.	Inquiries regarding arrest record.
HEIGHT AND WEIGHT	None.	Inquiries about the applicant's height or weight.
CITIZENSHIP	May ask questions about legal authorization to work in the specific position if all applicants are asked.	May not ask if person is a U.S. citizen or what citizenship the person holds.
EDUCATION	Inquiries about degree or equivalent experience.	None.
DISABILITY	May ask about applicant's ability to perform job-related functions.	Question (or series of questions) that is likely to solicit information about a disability.
MARITAL OR PARENTAL STATUS	Whether applicant can meet work schedule or job requirements. Should be asked of all genders.	Any inquiry about marital status, children, pregnancy, or child care plans.
NATIONAL ORIGIN	May ask if legally authorized to work in this specific position if all applicants are asked.	May not ask a person's birthplace; if the person is a U.S. citizen; questions about the person's lineage, ancestry, descent or parentage; how the person acquired the ability to speak/read/learn a foreign language.
PERSONAL FINANCES	None.	Inquiries regarding credit record, owning a home, or garnishment record.
PHOTOGRAPH	None.	Any inquiry for a photograph prior to hire.
POLITICAL AFFILIATION	None.	Inquiries about membership in a political party.
ORGANIZATIONS	Inquiries about professional organizations related to the position.	Inquiries about personal or professional organizations suggesting race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, height, weight, disability, or veteran status
RACE OR COLOR	None.	Comments about complexion or color of skin.
RELIGION	Describe the work schedule and ask whether applicant can work that schedule. Should be asked of all applicants.	Inquiries about religious preferences, affiliation, denominations, church, and religious holidays observed.

SEX	None.	Inquiries regarding gender, gender expression or gender identity.
SEXUAL ORIENTATION	None.	Comments or questions about the applicant's sexual orientation.

Comments regarding the above prohibited subjects also should not appear in interview notes or otherwise be considered by the hiring manager or search committee members.

It is permissible to ask if a candidate has the necessary skills, training, experience and education to perform the job, provided this question is asked of all candidates. It is not permissible to eliminate an applicant from consideration if the applicant indicates a need for a reasonable accommodation for a disability.

It is also permissible to ask whether the candidate is available to work the schedule demanded by the job, provided this question is asked of all candidates. It is not permissible to eliminate an applicant from consideration because the applicant indicates a need for a scheduling accommodation either due to a disability or for religious purposes.

If you have questions about permissible interview questions or how to assess an applicant's potential need for accommodation on the job, please contact the Office of Human Resources.