

## EEO AND THE EMPLOYMENT INTERVIEW

### CATEGORY IT'S DISCRIMINATORY TO INQUIRE ABOUT

### EXAMPLE OF ACCEPTABLE INQUIRIES

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#### Name

Have you ever changed your name?

Original name of an applicant whose name has been legally changed

Have you ever been employed under another name?

#### Birthplace & Residence

Birthplace of applicant

Applicant's place of Residence

Birthplace of applicant's parents

Length of applicant's residence in area

Do you own/rent place of residence?

#### Creed & Religion

Applicant's religious affiliation

Religious holidays observed by the applicant

#### Race or Color

Applicant's race

Color of applicant's skin

#### Photographs

Photograph with application

Photograph after interview, but before hiring

#### Age

Age

Are over 18 years of age and legally authorized to work in the US?

Date of birth

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**Education**

Education requirements that are not job related (i.e., you can't reject applicants for clerks jobs because they don't have a high school education)

Schools attended

Grade point average

**Sex**

Sex of applicant

Applicant's sexual habits

Views on women's lib

**Marital status**

Marital status

Marriage plans

Name of spouse

Birth control measures

Number of dependents

Child care arrangements

Prior married name

Are you willing to relocate?  
(if applicable)

This position may require you to travel, including overnight. This is an essential function to this position, can you meet this requirement? (If applicable)

**Criminal Record**

Arrest record

Have you ever been convicted of a felony?

**Physical Characteristics**

Height This job requires the lifting

Weight

An essential function of this position requires the ability to lift upto \_\_\_\_ lbs. Can you meet this requirement?

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**Credit Record**

Garnishments or wage assignments

This position may require a credit check. Are you willing to provide us with the necessary information to perform this type of background check?

Credit rating

**Citizenship**

What is your citizenship

Are you legally authorized to work in the U.S.?

Are you prevented from working in this country due to visa or immigration status?

**National Origin**

Applicant's native language

Language used at applicant's house

This position requires fluent language skills in \_\_\_\_\_. Can you tell me which languages you are fluent in? You should ask each candidate for a writing sample as part of the interview process.

How applicant acquired the Ability to read, write, or speak a Foreign language

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**Relatives**

Name and/or address of any relative of applicant

Name and address of person to be notified in case of emergency

**Military**

Applicant's military experience in other than U.S. Armed Forces

Applicant's military experience in U.S. Armed Forces

National Guard or Reserve Unit affiliation

Dates and conditions of discharge

**Organizations**

All clubs, social fraternities, societies, lodges, ethnic organizations other than professional, trade or service organizations

Applicant's membership in professional, trade or service organizations

**References**

Name of applicant's pastor or religious leader

Names of persons willing to provide supervisory references

How were you referred to us?

**Salary**

Lowest salary will accept

Expected total compensation

Other sources of income

Salary history from your previous employers

**Work Experience**

Have you ever filed a discrimination charge?

**Focus only on the skills need to do the job.**  
Why did you leave a/your last job?  
Duties and responsibilities  
How did you get along with your supervisor?  
What did you like most about the job? least?

**Transportation**

Do you own a car

This position may require you to travel. Do you have reliable transportation?

## WHAT SHOULD YOU TALK ABOUT

**The Job** .....Its duties and responsibilities  
.....Career possibilities  
.....Development opportunities  
.....Opportunities for growth and advancement

**The Applicant** ....His/her qualifications and abilities  
....Previous experience  
....His/her expectations  
....His/her education (if job related)

**The Company** ....Company benefits  
....Company policies and programs  
....The organization  
....Company products