GUIDELINES FOR ASKING QUESTIONS DURING THE SEARCH PROCESS

Questions asked of candidates during the recruitment process (including formal interviews, informal interactions, and reference checks) should be job-related. The following questions are inappropriate and illegal during all phases of the search process:

- Questions directed specifically to candidates of one sex, sexuality, gender identity or expression, racial, ethnic, or religious group, and not to all candidates.
- Questions about race, color, place of birth, national and family origin, religion, sex, sexual orientation, disability, age or ancestry.
- Questions about past, present, or future marital status, pregnancy, plans for a family or child care issues.
- Questions about weight and height.
- Questions about the candidate's state of health.
- Questions about disabilities.
- Questions about a candidate's native-born or naturalized status. You may ask if a candidate is eligible to work in the US.
- 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 loans, financial obligations, wage attachments or personal bankruptcies.