

Interview Questions

What you may ask about. What you shouldn't ask about.

Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

Avoid questions that would lead applicants to believe these characteristics are a factor in their employment.



	May Ask <i>(questions are job related)</i>	Shouldn't Ask <i>(questions are <u>not</u> job related)</i>
Name	<p>Applicant's full name.</p> <p>Have you ever worked at IU under a different name, including nickname?</p> <p>Is there any additional information I need to check your work record?</p>	<p>What is your maiden name?</p> <p>Applicant's original name if changed by court order or otherwise.</p>
Age	<p>Are you 18 years or older?</p>	<p>Date of birth, date graduated from high school/college, or date the earned a degree. May discuss date of degree if provided in application.</p> <p>You can not ask to see a birth certificate, passport, or a driver license until after the hire.</p> <p>Avoid questions that allude to or assume an applicant's age including: How do you feel about working for someone younger than you? Are you getting close to retirement age?</p>
Marital/Family Status	<p>Can the applicant perform specific job related requirements such as travel, weekend/unusual hours, or extended work days?</p>	<p>Are you single?, married?, divorced?</p> <p>Is your spouse a student or employee at IU?</p> <p>Do you have any children? What are your childcare arrangements?</p> <p>It is the applicant's responsibility to decide if they can manage working in addition to their marital/family issues, not the hiring department.</p>
Pregnancy		<p>A woman's current or pending pregnancy status can not be used in her evaluation.</p> <p>Are you pregnant?</p> <p>Do you intend to become pregnant in the future?</p>
Military Service	<p>You may inquire about job related experience acquired while in military service.</p> <p>How do you think your experience in the military would benefit you in this position?</p>	<p>What type of discharge did your receive?</p> <p>An applicant's current status with either the reserves or National Guard can not be a factor in his or her evaluation. Therefore you should not ask if they are currently in the reserves or National Guard?</p>

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Religion	Can you work the required schedule?	<p>If an applicant is wearing a religious symbol you should not assume his or her beliefs will affect their performance at IU.</p> <p>Can you work on Easter (or other specific religious holiday)?</p> <p>Do you attend church?</p> <p>You should not inquire about religious affiliations of institutions the applicant has attended or make assumptions about the applicant's religion based on attendance at those institutions.</p>
Gender/Sex		<p>Avoid comments or questions that imply that gender is a factor in the employment decision:</p> <p>How would you feel about working for a man/woman?</p> <p>Do you have any experience being the only man/woman in your office?</p> <p>You don't often find men/women in this line of work? How did you become interested in this?</p> <p>Do you prefer Mr. Mrs, Miss, or Ms.?</p>
Height/Weight		An applicant's height or weight can not be used in his or her evaluation.
Race/Color		<p>You should not make assumptions about an applicant's race based on name, appearance, or mannerisms. Applicants should not feel their race is a factor either positively or negatively in their evaluation and comments or questions that imply otherwise should be avoided.</p> <p>There aren't very many minorities in our department. Will that be a problem for you?</p> <p>You look like you have an interesting family history. How would you define your race?</p>
Citizenship	<p>Are you currently legally eligible to work in the United States?</p> <p>Applicant will be required to provide proof, only after a conditional offer has been made.</p>	<p>You should avoid asking if an applicant is a United States citizen.</p> <p>What county are you a citizen of?</p>
Arrests	You can let applicants know that a background check will be done after a conditional offer has been made and give them a chance to explain anything that might show up there.	Have you ever been arrested?

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<p>Sexual Orientation</p>		<p>You should not make assumptions about an applicant's sexual orientation based on mannerisms or dress. Since an applicant's sexual orientation can not be used as a factor in their evaluation you should avoid comments that would lead the applicant to believe otherwise including comments about your own sexual orientation or the sexual orientation of others in the department.</p> <p>Are you married? What is the name of a relative to be notified in case of emergency? (Emergency notification can only be asked post-hire.)</p> <p>We do offer domestic partner benefits. Would you like me to get you more information on that?</p> <p>If an applicant asks about domestic partner benefits you may provide the information. However, if you will be discussing benefit information with applicants, the domestic partner benefit should be discussed with all applicants.</p>
<p>Disability</p>	<p>Are you able to perform the duties of the job with or without accommodation?</p> <p>If the applicant indicates that he or she can preform the tasks with an accommodation you may ask what accommodations would be needed.</p> <p>Now that you have heard the hours, leave policies, and other requirements of this position, do you feel you will be able to meet these requirements?</p> <p>How many days were you absent from work last year? Should only be asked if being asked of all applicants.</p> <p>An employer may make medical inquires or require a medical examination of all candidates at the stage of a conditional job offer.</p>	<p>An applicant's visible or non-visible disability can not be a factor in their evaluation. Avoid comments that would lead them to believe it is a factor such as: That's a noticeable limp. Those are very thick glasses. You get around really well for being in a wheelchair.</p> <p>Are you in good health?</p> <p>Do you have any physical defects or disabilities that prevent you from performing this kinds of work?</p> <p>Will you require time off because of your disability or for treatment? What is the prognosis for your condition?</p> <p>Please list any conditions or diseases you were treated for in the last three years.</p> <p>How many days were you absent last year because of illness?</p> <p>Have you ever been treated by a psychiatrist or counselor?</p> <p>Do you have any family members or relative who are disabled? Do you provide care for them? Will this require time off?</p>
<p>National Origin</p>	<p>Are you legally eligible to work in the United States? An applicant will be required to verify this after the conditional offer is made.</p> <p>Inquiry into languages applicants speak or write fluently if it is a requirement of the job.</p> <p>Are you proficient in speaking and writing in English? Should only be asked if asked of all applicants.</p>	<p>Where were you born? Of what country are you a citizen?</p> <p>Is your last name German? You have quite an Irish accent.</p> <p>I see you speak Spanish. Did you learn that in your native country or in school?</p>

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Finances	If an applicant is applying for a financial position, you can let them know that a credit check will be done after a conditional offer has been made and give them a chance to explain anything that might show up there.	<p>Do you own your own home?</p> <p>How long have you lived at your present address?</p> <p>Have your wages ever been garnished?</p>
Worker's Compensation	Do you regularly follow workplace safety rules?	<p>Have you ever filed for worker's compensation?</p> <p>Have you had any prior work injuries?</p>
Education/Licenses	<p>You are allowed to verify all credentials on the applicant's application or resume.</p> <p>You may inquire if applicant has licenses required for the position (including driver's license). Licenses (including driver's license) can only be verified after a conditional offer has been made.</p>	<p>Can I see your driver's license?</p> <p>When did you graduate from high school/college or receive your degree?</p>
Unions/Organizations	You may ask about organizations the applicant lists on his or her application or resume. Including how he or she feels membership in that organization would benefit them in the position.	<p>Are you a union member?</p> <p>List all clubs, societies and lodges to which you belong.</p>