



5. Office of Equal Employment Opportunity/Affirmative Action & Diversity

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Effective Interview Questions: Do's & Don'ts

This table is designed to assist search committees as they develop a core set of job related questions and avoid any questions that are discriminatory or illegal. Questions that contribute to identifying the best and most qualified candidate are related to the requirements, knowledge, skills, and abilities of the position. To demonstrate consistency and fairness in evaluation criteria document all questions and answers for the search records. We highly encourage search committees to review these questions closely prior to conducting and screenings or interviews. Please contact the Office of EEO/AA & Diversity (750-8759) or the Office of Legal Affairs (750-2105) with questions.

Topic	Do's (Not required but permissible if job related)	Don't
Age	Inquiry as to minimum age requirements to work in compliance with state and federal laws.	How old are you? What is your date of birth? When did you graduate from high school? From college? Inquiries regarding retirement.
Arrest Record	May ask about convictions ONLY as it relates to ability to perform the job being sought. Ex. Have you ever been convicted of a crime?	Have you ever been arrested?
Citizenship and National Origin	Languages, travel or cultural experiences <u>as they relate to job requirements.</u> If hired would you be able to show proof of authorization to work in the U.S.? For verifying authorization <u>after</u> being hired, applicants must be allowed to <u>choose</u> from any of the approved forms of proof available on the I-9 form.	Are you a U.S. citizen? English language skill – only if it is requirement of the job, otherwise it could be construed as national origin discrimination. Inquiries into lineage, ancestry, native language, etc. How foreign language was acquired. What is your nationality? (Where are you from?)
Credit Record/ Bankruptcy	NONE	Inquiries about credit record, charge accounts, own your own home, car, etc.

Gender/Sex	<p>Gender under specific circumstances can be used as a bona fide job qualification or necessity.</p> <p>Please consult with the Office of EEO/ AA & Diversity, Ext. 8759</p>	<p>Are you comfortable supervising men? Do you think you could perform the job as well as a man? Are you a man or a woman?</p>
Height and Weight	<p>Only when it related to job requirements.</p> <p>Please consult with the Office of EEO/ AA & Diversity, Ext. 8759</p>	<p>Can be discriminatory against females, Hispanics, and/ or Asians.</p>
Illness and Disability	<p>Are you able to perform the essential job functions of this position?</p>	<p>Do you have a disability? What is the nature or severity of your disability? Do you need an accommodation to do this job? Do you suffer from an illness or disability? Have you ever had or been treated for any of these conditions or diseases? (followed by a check list) Have you been hospitalized? What for? How much and what kinds of insurance do you have? Have you ever been treated by a psychiatrist or psychologist? Have you had a major illness recently? How many days of work did you miss last year because of an illness? Do you have any disabilities or impairments that might affect your performance in this job? Are you taking any prescribed drugs? Have you ever been treated for drug addiction or alcoholism? Are you likely to take time off under the Family and Medical Leave Act?</p>
Marital Status/ Name Changes/ Spouse/ Children	<p>Can you meet the specified work schedule?</p> <p>Do you have any responsibilities that conflict with the job attendance or travel requirements?</p>	<p>What was your maiden name? Are you married, single, or divorced? Do you plan to get married? Are you known as Ms. Miss, or Mrs.? What is your spouse's name? Where do she/ he works? Are you pregnant? Do you plan to have children? Do you have children under the age of 18? How many? What are your</p>

		day care plans? What arrangements will be made for child care? What would you do if your husband were transferred?
Political Affiliation	NONE	Do you belong to any social or political groups? Who are you voting for in this year's election?
Race and Color	NONE	What is your race? Are you bi-racial?
Religion	<p>After hiring, it is permissible to discuss accommodations for religious practice, if an accommodation is requested by the employee.</p> <p>Please consult with the Office of EEO/AA & Diversity 750-8759.</p>	Which church do you attend? What is your religion? What are your religious holidays? Are available you work on weekends? Do you celebrate Christmas or Ramadan?
Retaliation	NONE	Have you ever filed a complaint or grievance against an employer?
Veteran Status/Military Service	Type of education and/or experience acquired in the U.S. Armed Services as it relates to the job being sought.	Inquiries about military records, military service for any country other than the U.S., or any type of discharge?