

# **Interviewing Guide**

## **Do's & Don'ts of the Interview Process**

### **General Reminders:**

Try to have a diverse selection committee to help filter out any biases and ensure that candidates are evaluated on the actual job qualifications.

When conducting an interview, ask only job related questions. Before asking a question, ask yourself if the information is needed to make a solid evaluation of the applicant's qualifications and competencies.

*If the candidate reveals information that you are not allowed to ask, don't pursue the topic, and move on to another question.*

### **Stay away from personal questions:**

**Work eligibility questions or inquiries are not permitted, such as:**

- Are you a US citizen?
- If not, do you intend to become a US citizen?
- Of what country are you a citizen?
- Where were you born?
- *You can ask what foreign language(s) the applicant reads, writes, or speaks fluently. You may not ask how the candidate acquired the ability.*

**Disability questions or inquiries are not permitted, such as:**

- Do you have a disability?
- Have you ever applied for worker's compensation?
- Have you ever been treated for substance abuse?
- How many days were you absent from work for illness last year?

*If the candidate brings up a disability . . . You can ask whether he/she is able to perform the essential functions of the job with or without accommodations? A job description must have been provided before you can ask this question.*

**Age-related questions or inquiries are not permitted, such as:**

- How old are you?
- When were you born?
- Are you currently receiving and retirement/pension or social security benefits?
- What year did you graduate high school or college?

**Marital status and children related questions or inquiries are not permitted, such as:**

- Are you married? If you are single, are you living with someone?
- Have you ever been divorced?
- Does your spouse or significant other plan to work when you move here?
- Do you have children or plan to start a family?

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- What are your day care arrangements?

### **Religion questions or inquiries are not permitted, such as:**

- What denomination or religious affiliation?
- What religious holidays are observed?
- For concerns about adequate staffing on Saturdays and Sundays, state the required work days and hours needed. Then ask the applicant if they have any problems in meeting the needed schedule

### **Non-Professional organization questions or inquiries are not permitted.**

- **Ex. What type of organizations do you participate in outside of work?** This might reveal protected class information.

### **Race or Color questions or inquiries are not permitted, such as:**

- Color of one's skin
- How an applicant feels about working or reporting to individuals of another race or gender

### **Applicants with Disabilities:**

The College is required by law to provide reasonable accommodations to applicants with disabilities, who are pre-qualified to perform the essential functions of the job, during the interview and selection process. (*Contact HR if you have questions or need assistance.*)