

General List of Acceptable Interview Subjects and Questions

<u>SUBJECT</u>	<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
NAME	<ul style="list-style-type: none"> • Name 	<ul style="list-style-type: none"> • Maiden name
RESIDENCE	<ul style="list-style-type: none"> • Place of residence 	<ul style="list-style-type: none"> • Questions regarding owning or renting.
AGE	<ul style="list-style-type: none"> • Statements that hire is subject to verification that applicants meet legal age requirements. 	<ul style="list-style-type: none"> • Age • Birth date • Date of attendance/completion of school • Questions which tend to identify applicants over 40
BIRTHPLACE & CITIZENSHIP	<ul style="list-style-type: none"> • Statements/inquiries regarding verification of legal right to work in the United States. 	<ul style="list-style-type: none"> • Birthplace of applicant or applicant's parents, spouse or other relatives. • Requirements that applicant produce naturalization or alien card prior too employment.
NATIONAL ORIGIN	<ul style="list-style-type: none"> • Languages applicant reads, speaks or writes if use of language other than English is relevant to the job for which applicant is applying. 	<ul style="list-style-type: none"> • Questions as to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's spouse, parent or relative.
RELIGION	<ul style="list-style-type: none"> • Statement by employer of regular days, hours, or shifts to be worked. 	<ul style="list-style-type: none"> • Questions regarding applicant's religion. • Religious days observed.
SEX, MARITAL STATUS, FAMILY	<ul style="list-style-type: none"> • Statement of company policy regarding work assignment of employees who are related. • Name and address of parent or guardian if applicant is a minor. 	<ul style="list-style-type: none"> • Questions to indicate applicant's sex, marital status, number/ages of children or dependents. • Questions regarding pregnancy, child birth, or birth control • Name/address of relative, spouse or children of adult applicant.
RACE, COLOR, SEXUAL ORIENTATION		<ul style="list-style-type: none"> • Questions to applicant's race, color, or sexual orientation. • Questions regarding applicant's complexion, color of eyes, hair or sexual orientation.
CREDIT REPORT		<ul style="list-style-type: none"> • Any report which would indicate information which is otherwise illegal to ask, e.g. , marital status, age, residency, etc.
PHYSICAL DESCRIPTION, PHOTOGRAPHS, FINGERPRINTS	<ul style="list-style-type: none"> • Statement that a photograph may be required after employment. 	<ul style="list-style-type: none"> • Questions as to applicant's height/weight. • Requiring applicant to affix a photograph to application or submit one at his/her option. • Require a photograph after interview but before employment,

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MENTAL/PHYSICAL DISABILITY, MENTAL CONDITION (APPLICANTS)	<ul style="list-style-type: none"> • Employer may inquire if applicant can perform job-related functions. • Statement that employment offer may be made contingent upon passing a job related mental/physical examination. 	<ul style="list-style-type: none"> • Any inquiry into the applicant's general health, medical condition, or mental/physical disability. • Requiring a psychological/medical examination of any applicant.
MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (POST- OFFER/PREEMPLOYMENT)	<ul style="list-style-type: none"> • A medical/psychological examination/inquiry may be made as long as the examination/inquiry is job-related and consistent with business necessity and all applicants for the same job classification are subject to the same examination/inquiry. 	<ul style="list-style-type: none"> • Any inquiry into the applicant's general health, medical condition, or physical/mental disability, if not job related and consistent with business necessity.
MENTAL/PHYSICAL DISABILITY, MEDICAL CONDITION (EMPLOYEES)	<ul style="list-style-type: none"> • A medical/psychological examination/inquiry may be made as long as the examination is job-related and consistent with business necessity. 	<ul style="list-style-type: none"> • Any inquiry into the employee's general health, medical condition, or mental/physical disability, if not job related and consistent with business necessity.
ARREST, CRIMINAL RECORD	<ul style="list-style-type: none"> • Job-related questions about convictions, except those convictions which have been sealed, or expunged, or statutorily eradicated. 	<ul style="list-style-type: none"> • General questions regarding arrest record.
MILITARY SERVICE	<ul style="list-style-type: none"> • Questions regarding relevant skills acquired during U.S. military service. 	<ul style="list-style-type: none"> • General questions regarding military service such as dates/type of discharge. • Questions regarding service in a foreign military.
ORGANIZATIONS, ACTIVITIES	<ul style="list-style-type: none"> • Requesting lists of job-related organizations, clubs or professional societies omitting indications of protected bases. 	<ul style="list-style-type: none"> • General questions regarding organizations, clubs, societies and lodges.
REFERENCES	<ul style="list-style-type: none"> • Name of persons willing to provide professional and/or character references for applicant. 	<ul style="list-style-type: none"> • Questions of applicant's former employers or acquaintances which elicit information specifying applicant's race, etc.
NOTICE IN CASE OF EMERGENCY	<ul style="list-style-type: none"> • Name and address of person to be notified in case of accident or emergency. 	<ul style="list-style-type: none"> • Name, address, and relationship of relative to be notified in case of accident or emergency.

NOTE: Any inquiry, even though neutral on its face, which has an adverse impact on persons on a basis enumerated in the Fair Employment and Housing Act, is permissible only if it is sufficiently related to an essential job function to warrant its use.

Provided by:

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