

Interview Questions – Do’s and Don’ts

<i>Topic</i>	<i>Unacceptable</i>	<i>Acceptable</i>
Military Service	What type of discharge did you receive?	What type of education or training did you receive in the military? In what branch of the armed services did you serve?
Disabilities	Do you have any disabilities? When did you lose your eyesight/leg/hearing?	Are you able to perform the essential functions of the job you are applying for?
Age/Date of Birth	How old are you? When did you graduate from high school?	Are you over the age of 18? Are you legally eligible for employment in the United States?
Affiliations/Religion	What clubs or organizations do you belong to? Do you go to church?	What professional or other organizations that you belong to do you consider relevant to your ability to perform this job? Are you available to work on Saturdays and Sundays?
National Origin/Citizenship	What were you/your parents born? What is your native language? Are you a US citizen? What is your country of citizenship?	Are you authorized to work in the United States? Will you now or in the future require sponsorship for employment visa status?
Race/Color/Origin/Sex/Gender/Addresses/Worker’s Comp	All questions are illegal	None
Personal	How tall are you? How much do you weigh? What is your mother’s or father’s name?	Are you able to perform the essential functions of the job you are applying for?
Marital/Family Status	Are you married or do you have a partner? What are your child care arrangements? With whom do you live?	Would you be willing to relocate, if necessary? Do you have responsibilities or commitments that would prevent you from meeting specified work schedules?
Reliability/Attendance	Do you own a car? How do you commute from one location to another?	What hours and days are you available to work?