

Interview Questions You Can and Can't Ask

	Permissible Inquiries	Inquiries to be Avoided
1. Arrest Record	None	Number and kind(s) of arrests.
2. Conviction Record	Inquiry into conviction, if job related.	Any inquiry about conviction, unrelated to job requirements.
3. Availability for work on weekends and/or evenings	If asked of all applicants and it is a business necessity for the person to be available to work weekends and/or evenings.	Any inquiry about religious observance.
4. Child Care	None	Inquiry into child care arrangements of female applicants.
5. Citizenship	Whether applicant is lawfully eligible to be employed in this country.	Whether applicant is a U.S. citizen.
6. Creed or Religion	None, except where religion is a bona fide occupational qualification.	Applicant's religious affiliation, church, parish, or religious holidays observed.
7. Credit Records	None, unless job related.	Inquiries about charge accounts, bank accounts, etc.
8. Family Status	Whether applicant has responsibilities or commitments that prevent him/her from meeting work schedules if asked of all applicants regardless of gender.	Marital status, number, and age of children, spouse's job, etc.
9. Disability	Whether applicant can physically perform the job functions in question.	To ask applicant to explain his/her disability.
10. Height and Weight	None, unless job related.	Any inquiry unrelated to job requirements.
11. Military Service	Military experience or training.	Reason for discharge.
12. Language	Languages applicant speaks or writes fluently, if job related.	Language used by applicant at home, or how applicant acquired the ability to read, write, or speak a foreign language.
13. Name	Whether applicant has worked under a different name.	The original name of an applicant whose name has been legally changed or the national origin of an applicant's name.
14. National Origin	None, except whether or not applicant is legally eligible to work in the U.S.	Applicant's lineage, ancestry, national origin, descent, parentage, nationality of applicant, or applicant's parent or spouse.

15. Organizations	Applicant's membership in professional organizations if job related.	All clubs, social fraternities, societies, organizations, or lodges of which an applicant belongs.
16. Photographs	None, except after hiring.	Photograph with application or after interview, but before hiring.
17. Pregnancy	None.	Any inquiry into pregnancy, medical history of pregnancy, or family plans.
18. Race or Color	None	Applicant's race or color of applicant's skin.
19. References	Names of character or work related references.	Name of applicant's pastor or religious leaders.
20. Gender	None, except where sex is an occupational qualification.	Any inquiry except where occupational qualification.