

## INTERVIEW QUESTIONS: APPROPRIATE AND INAPPROPRIATE

These guidelines were prepared to help facilitate successful compliance with both federal and state laws. Federal and state Equal Employment Opportunity laws and regulations prohibit inquiries that express, directly or indirectly, any preference, limitation, specification, or discrimination as to race, religion, color, national origin, sex, age, disability, or marital status. The guidelines presented here will assist anyone involved in the recruitment and selection process or responsible for interviewing employees for transfers or promotions.

SUBJECT	APPROPRIATE QUESTIONS	INAPPROPRIATE QUESTIONS
<b>Race or Color</b>	None	You may not ask about complexion or color of skin.
<b>Religion or Creed</b>	You may ask about one's willingness to work a required work schedule.	You may not ask about an applicant's religious denomination, religious affiliation, church, synagogue, parish, pastor, rabbi, or religious holidays observed; nor may you ask about one's willingness to work on any particular religious holiday.
<b>National Origin</b>	None	You may not ask about an applicant's lineage, national origin, descent, parentage or nationality; nor may you ask about an applicant's parents or spouse.
<b>Gender</b>	None	You may not ask about one's gender on an employment application.
<b>Marital and Family Status</b>	You may ask whether an applicant can meet the work schedule of job requirements if all applicants are asked the same question, regardless of gender.	You may not ask about marital status, children, pregnancy, or childcare plans (e.g., Are you married? Where does your spouse work? What are the ages of your children, if any?)
<b>Age</b>	None	You may not ask questions about age or date of birth; you may not request a birth certificate, etc.
<b>Disability</b>	You may ask about an applicant's ability to perform job-related functions with or without accommodations, but only if question is asked of all applicants.	You may not ask whether an applicant has a disability or is handicapped; nor may you ask about past worker's compensation claims. Don't chitchat about visible disabilities or health issues.
<b>Name</b>	You may ask the applicant's current legal name; you may ask whether any additional information relative to a change of name is needed to check employment history.	You may not ask questions about national origin, ancestry or prior marital status; you may not ask the original name of an applicant whose name has been changed by a court order; you may not ask for the maiden name of a married woman.
<b>Birthplace</b>	None	You may not ask about the birthplace of applicant or of the applicant's parents, spouse or other close relative.
<b>Photograph</b>	None	You may not ask an applicant to affix a photograph to the application or any other employment form prior to hiring.

<b>SUBJECT</b>	<b>APPROPRIATE QUESTIONS</b>	<b>INAPPROPRIATE QUESTIONS</b>
<b>Citizenship</b>	You may ask questions about legal authorization to work in the specific position, if all applicants are asked the same question (refer to I-9 requirements)	You may not ask if an applicant is a U.S., naturalized or native-born citizen; you may not ask the date when the applicant acquired citizenship; you may not ask applicants to produce naturalization papers; you may not ask whether an applicant's parents or spouse is a naturalized or native-born citizen of the U.S.
<b>Language</b>	You may ask, "What foreign language(s) do you read fluently? Write fluently? Speak fluently?"	You may not ask how an applicant acquired the ability to read, write or speak in a non-English language, except where such is a job requirement, i.e., if hired to teach or write in a particular non-English language.
<b>Education</b>	You may ask about the academic, vocational or professional education of an applicant or about equivalent experience.	You may not ask questions unrelated to job performance.
<b>Experience</b>	You may ask about the applicant's previous work experience.	You may not ask protected group members questions based upon generalizations or stereotypes of that group.
<b>Convictions</b>	You may ask about one's record of felony convictions and misdemeanor offenses, if job-related and if all applicants are asked the same question.	You may not ask questions about convictions unless related to job responsibilities and performance.
<b>Arrest Records</b>	Wisconsin law permits inquiries about pending charges, if related to job, i.e., security and similarly criminal-sensitive jobs.	You may not ask questions about pending criminal charges, other than for those jobs related to security or similar professions.
<b>Organizations</b>	You may inquire about membership in job-related organizations.	You may not ask questions about organizations that would reveal the race, color, sex, sexual orientation, marital status, or national origin of the applicant.
<b>Military</b>	You may ask questions concerning service in the U.S. armed forces, if such service is a qualification for the position being sought.	You may not ask about military service in the armed forces of any country but the U.S., nor may you inquire into one's type of discharge.
<b>Discrimination Complaints</b>	None	You may not ask if a candidate has filed or threatened to file discrimination charges or complaints.