



## Legal & Illegal Interview Questions

### Address

- ★ You can ask their address and length of residence in this area.
- ★ You can't ask questions regarding foreign addresses that would indicate their national origin.

### Age or Date of Birth

- ★ You can ask if the candidate meets the minimum age requirements.
- ★ You can't ask, "How old are you?" or "what is your birth date?"

### Arrests

- ★ You can't ask any questions regarding arrests (an arrest is not a conviction).

### Convictions

- ★ You can ask if they have ever been convicted of a crime, but only in context to the intended job (Ex.: a person convicted of embezzlement is a high risk to work with cash).

### Citizenship

- ★ You can ask candidates for proof of citizenship or appropriate visa.
- ★ You can't ask what country they are from or if their family members are U.S. citizens.

### References

- ★ You can ask for the names and addresses of people willing to provide a reference.
- ★ You can't ask this for references from relatives.

## Gender

- ★ All questions regarding gender are off-limits and unlawful.

## Race

- ★ All questions regarding race are off-limits and unlawful.

## Disability

- ★ If the applicant has an obvious disability, you can ask if they would be able to perform their tasks with or without reasonable accommodations.
- ★ You can't ask if they have any disabilities, physical defects, or on the job injuries.

## Other Things You *Can't* Ask

- ★ Height and weight
- ★ Marital status or maiden name
- ★ Type of military discharge
- ★ Organizations they belong to