

Appropriate and Inappropriate Questions During Interactions with Candidates

| SUBJECT | APPROPRIATE | INAPPROPRIATE |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADDRESS | How long have you lived “in this area?” | List of previous addresses. How long have you lived at specific address? |
| AGE | None. | Questions about age or questions that would reveal age. Requests for birth certificate. |
| ARREST RECORD | None. | Questions about pending charges for jobs other than those mentioned. |
| BIRTHPLACE | None. | Birthplace of candidate or candidate’s parents, spouse/partner, or other close relatives. |
| CITIZENSHIP | May ask questions about legal authorization to work in the specific position if all candidates are asked. | May not ask if person is a U.S. citizen. |
| CONVICTIONS | Colorado State University conducts background checks of finalists. Questions about convictions should not be asked. | Questions about convictions unless the information bears on job performance. Questions that would reveal arrests without convictions. |
| DISABILITY | May ask about candidate’s ability to perform job-related functions. | Questions (or series of questions) that is likely to solicit information about disability. |
| EDUCATION | Inquiries about degree or equivalent experience. | Questions about education that are not related to job performance. |
| FAMILY | None. | Number and ages of children. Children bearing/rearing queries. |
| MARITAL OR FAMILY STATUS | Whether candidate can meet work schedule or job requirements. Should be asked of both sexes. | Any inquiry about marital status, children, pregnancy, or child-care plans. |
| MILITARY | May ask if a candidate has served in the Armed Forces of the United States or in a State Militia. | May not ask about military service in the armed forces of any country except the U.S., nor may you inquire into one’s type of discharge. |
| NATIONAL ORIGIN | May ask questions about legal authorization to work in the specific position if all candidates are asked. | May not ask if person is a U.S. citizen, has a green card or a visa. |
| ORGANIZATIONS | Inquiries about professional organizations related to the position. | Inquiries about professional organizations suggesting race, age, creed, color, religion, national origin or ancestry, sex, disability, veteran status, sexual orientation, gender identity or expression, or pregnancy. |
| PERSONAL FINANCES | None. | Inquiries regarding credit record, owning a home, or garnishment record. |
| POLITICAL AFFILIATION | None. | Inquiries about membership with a political party. |
| RACE, COLOR, OR SEXUAL ORIENTATION | None. | Comments about complexion, color of skin, height, weight, sexual orientation or gender identity or expression. |
| RELIGION | Describe the work schedule and ask whether candidate can work that schedule. Also, suggest that accommodations to schedule are possible. | Inquiries about religious preferences, affiliation, denominations or religious holidays observed. |
| WORK EXPERIENCE | Candidate’s previous employment experience. | Stereotypical inquiries regarding protected group members. |