

FAIR EMPLOYMENT INTERVIEWING

Employment application forms and pre-employment inquiries have often been used in eliminating minorities, women, handicapped individuals, older persons and other people from employment. The University must abide by fair employment laws which are founded in acts of Congress, U.S. Supreme Court rulings, and regulations published by administrative agencies regulating fair employment.

Interviewers should ask themselves whether or not the information they are about to ask is necessary to judge the applicant's **capability** to do the job.

In almost all cases, Inquiring into the following areas in the first list is illegal. Asking an applicant about those subjects on the second list is job-related and, therefore, legal and correct.

WHAT YOU CANNOT DO/ASK

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|------------------------------|--|
| 1. Age, sex | 15. Physical disability |
| 2. Birthplace | 16. Birthplace of applicant's spouse |
| 3. Marital status | 17. Membership In clubs, societies |
| 4. Photograph | 18. Frequency of residency change |
| 5. Arrest | 19. Ever under care of psychiatrist |
| 6. Height, weight | 20. Political affiliation |
| 7. Sexual preference | 21. Spouse's occupational status |
| 8. Religious affiliation | 22. Personal lifestyle (questions re:
person with whom applicant lives) |
| 9. Naturalized citizen | 23. Indicating that job is "man's work"
or "woman's work" |
| 10. Name, address of parents | 24. How ability to write/speak foreign
language acquired |
| 11. Number of children | 25. Opinions on controversial issues |
| 12. Child care arrangements | |
| 13. Method of birth control | |
| 14. Credit history/finances | |

There are so many don'ts; what **CAN** you talk about?

- The job, its duties and responsibilities.
- The organization, its missions, programs, and achievements.
- Career possibilities and opportunities for growth, development, and advancement.
- Where the job is located, travel, mobility, equipment, and facilities available.
- The individual's qualifications: abilities, experience, education, interests.