

**APPENDIX 4-B**

**INTERVIEW QUESTIONS**

| SUBJECT                        | APPROPRIATE*  | INAPPROPRIATE   |
|--------------------------------|---|---|
| Address                        | What is your address?   | Do you own or rent your home?<br>How long have you lived at your present address?   |
| Age                            | Can you show proof of age upon hire?<br>Are you over 18 years of age?<br>If not, can you produce a work permit upon hire?   | Age<br>Birth date<br>Dates of attendance at elementary or high school (or college)<br>Dates of military service   |
| Arrest or Criminal Record      | Wisconsin Law permits questions on pending charges <u>only</u> .<br>If the circumstances of the charge substantially relate to the circumstances of the particular job or licensed activity.                | Questions about arrest other than <u>pending</u> charges.   |
| Convictions                    | May ask about record of convictions of felony or misdemeanor offenses if all applicants are asked. If the conviction substantially relates to the circumstances of the particular job or licensed activity. | Questions about convictions that are unrelated to the circumstances of the current job.   |
| Credit Ratings or Garnishments | Nothing, unless job related.  | About credit ratings since it usually has little or no relation to job performance.<br>It is a Civil Right violation to refuse to hire an individual if the refusal is based even in part on the person's poor credit rating. |
| Citizenship                    | Statement that proof of the applicant's legal right to work in the U.S. will be required after the hiring decision.   | Are you a U.S. citizen?<br>Where were your born?<br>Where were your parents born?   |
| Disabilities                   | Are you able to perform the essential functions of this job?<br>About knowledge and skills necessary to perform the job requirements.   | Do you have any disabilities?<br>What is the nature or severity of your disability?   |
| Education                      | Training and experience related to job requirements.  | About education that is not related to job performance.   |
| Family                         | About freedom to travel if job requires and ability to meet   | About family planning, family size, children's ages, child care plans,  |

|                             |   |   |
|-----------------------------|---|---|
|                             | work schedule requirements.   | spouse's employment or salary.  |
| Gender                      | Applicant's gender but only if gender is a bona fide occupational qualification (demonstrably related to job performance).  | Questions regarding pregnancy, birth control, children, child bearing, or childcare plans. Questions inquiring whether an applicant's spouse will allow him/her to travel.  |
| Height & Weight             | About ability to perform the job requirements <u>only</u> if height or weight is a bona fide occupational qualification (demonstrably related to safe and efficient job performance). | How much do you weigh?<br>How tall are you? (The Civil Rights Act indicates that unless an employer proves otherwise, height requirements are discriminatory).  |
| Marital Status              | Nothing   | Whether person is married, single, separated, divorced, engaged or widowed.   |
| Military Service            | Questions regarding relevant experience gained during military service.   | Questions regarding military experience, e.g., dates of service and type of discharge.  |
| Name                        | Current legal name<br>"Is additional information, such as a different name or nickname necessary in order to check job reference?"  | Whether person has worked under a different name. Questions which divulge marital status or ancestry.   |
| National Origin             | Ability to speak, read, or write English or a foreign language if the job requires.   | About ancestry, birth place of applicant, parents or spouse.  |
| Notice in Case Of Emergency | Statements that the name and address of an individual to be notified in case of accident or emergency will be required upon hire.   | Name, address, and <i>relationship</i> of relative or other individual to be notified in case of accident or emergency.   |
| Organizations               | List all job-related organizations, clubs, or professional societies to which you belong.   | About all organizations the person belongs to or organizations which indicate race, color, creed, gender, marital status, religion or national origin.<br>Questions related to political affiliations or union membership.        |
| Pregnancy                   | Nothing   | Are you pregnant?   |
| Race                        | Statement that a photograph may be required after the hiring decision is made.  | Questions requiring applicant to identify race, complexion, color of skin, hair or eyes.<br>Questions requiring applicant to identify attitudes about working with, supervising or being supervised by, a person of another race. |
| Religion                    | Statement of the employer's   | Religion of applicant.  |

|  |  |  |
|--|--|--|
|  | regular working hours, days, or shifts and ask whether the applicant can work that schedule. | Any questions which lead to elicit information about an applicant's religious affiliation, e.g., involvement in church groups. |
|--|--|--|

\* **Any questions utilized must be posed to all candidates interviewed**

Feedback, questions, or accessibility issues: [ohrwebmaster@bascom.wisc.edu](mailto:ohrwebmaster@bascom.wisc.edu)  
Updated October 1, 2003