

# Hire Process Quick Notes

# LAWFUL VS. UNLAWFUL QUESTIONS

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| **Inquiries BEFORE Hiring** | **It is ACCEPTABLE to inquire about:** | **It is UNACCEPTABLE to inquire about** |
| Name | Whether applicant has ever worked under a different name | \* The original name of an applicant whose name has been legally changed. \* The ethnic association of applicant's name \* Applicant's maiden name |
| Age | \* If applicant is older than 18 \* If applicant is younger than 18 or 21, if job related | \* Date of birth \* Date of high school or college graduation |
| Residence | \* Applicant's place of residence \* Alternate contact information | \* Previous addresses \* Birthplace of applicant or applicant's parents \* Length of current and previous addresses |
| Race or color |  | Applicant's race or color of skin |
| National origin and ancestry |  | \* Applicant's lineage, ancestry, national origin, parentage or nationality \* Nationality of applicant's parents or spouse \* Applicant's maiden name |
| Gender and family composition |  | \* Sex of applicant \* Marital Status \* Dependents of applicant or child-care arrangements \* Who to contact in case of emergency |
| Creed or religion |  | \* Applicant's religious affiliation \* What church, parish, mosque or synagogue applicant belongs \* What holidays applicant observes |
| Citizenship | Whether the applicant is a U.S. citizen or has a current permit/visa to work in U.S. | \* Whether applicant is a citizen of a country other than the U.S. \* Date of U.S. citizenship |
| Language | What language applicant speaks and/or writes fluently, if job related | \* Applicant's native language \* Language commonly used at home |
| Arrest record and convictions | If applicant has ever been convicted of a crime | Whether applicant has ever been arrested |
| Reference checking | Previous work contacts | \* Name of applicant's religious leader \* Applicant's political affiliation and contacts |
| Relatives | Names of relatives already employed by employer | \* Name and/or address of any relative of applicant \* Whom to contact in case of emergency |
| Organizations | Applicant's membership in any professional, service or trade organization that are relevant to his/her ability to perform the job | List of all clubs or social organizations to which applicant belongs |



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| Photographs |  | Photograph with application and/or resume before hiring |
| Physical characteristics |  | Any inquiry into height and weight of applicant |
| Physical limitations or disabilities | Whether applicant has the ability to perform the duties of the job for which he or she is applying | \* The nature or severity of an illness or physical condition \* Whether applicant has ever filed workers' compensation claim \* Any recent or past operations or surgery and dates \* Whether applicant has ever had prior work related injuries |
| Education | \* Training applicant has received if related to the job \* Highest level of education attained, if certain background is necessary to perform the job | Date of high school or college graduation |
| Financial Status |  | \* Applicant's debts or assets \* Garnishments \* Whether applicant owns home \* Whether applicant has ever declared bankruptcy |
| Disability | \* Ask applicant about ability to perform job related functions \* Ask applicant to describe or demonstrate how he/she will perform job related functions \* Ask all applicants who are scheduled to be interviewed on campus if special accommodations will be needed for transportation, hotel rooms, meeting rooms, during the interview, etc. Contact the University's ADA coordinator, x6462 for assistance with making accommodations for any applicant request | \* Ask an applicant whether he/she is disable or about the nature or severity of the disability \* Require an applicant to take a medical examination before making the offer \* Require disability related information from a previous employer, family member or another source |
| Military | What type of training education, work and experience did applicant receive in military | Applicant's type of discharge |

* Source NOAA Workforce Management Office Interview Do’s and Don’ts Checklist