

**Instructions:** Please review these guidelines from the California Department of Fair Employment and Housing before interviewing candidates.

| <b>SUBJECT</b>                 | <b>UNACCEPTABLE INTERVIEW QUESTIONS</b>  | <b>ACCEPTABLE INTERVIEW TECHNIQUES</b>  |
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| NAME                           | Maiden name.   | “Have you ever used another name? /or/ “Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain.” |
| RESIDENCE                      | “Do you own or rent your home?”  | Place of residence.   |
| AGE                            | Age.<br>Birthdate.<br>Dates of attendance or completion of elementary or high school.<br>Questions which tend to identify applicants over age of 40.   | Statement that hire is subject to verification that application meets legal age requirements.<br>“If hired can you show proof of age?”<br>“Are you over eighteen years of age?”   |
| BIRTHPLACE<br>CITIZENSHIP      | Birthplace of applicant, applicant’s parents, spouse or other relatives.<br>“Are you a U.S. citizen?” /or/ Citizenship of applicant, applicant’s parents, spouse, or other relatives.<br>Requirements that applicant produce naturalization, first papers, or alien card prior to a decision of hire.  | “Can you, after employment, submit verification of your legal right to work in the United States?” /or/ Statement that such proof may be required after a decision is made to hire the candidate.                             |
| NATIONAL ORIGIN                | Questions as to nationality, lineage, ancestry, national origin, descent, or parentage of applicant, applicant’s parents, or spouse.<br>“What is your mother tongue?” /or/ Language commonly used by applicant.<br>How applicant acquired ability to read, write, or speak a foreign language.   | Languages applicant reads, speaks, or writes, if use of a language other than English is relevant to the job for which applicant is applying.   |
| SEX,<br>MARITAL STATUS, FAMILY | Questions which indicate applicant’s sex.<br>Questions which indicate applicant’s marital status.<br>Number and/or ages of children or dependents.<br>Provisions for child care.<br>Questions regarding pregnancy, child bearing or birth control.<br>Name or address of relative, spouse, or children of adult applicant.<br>“With whom do you reside?” /or/ “Do you live with your parents?” | Statement of company policy regarding work assignment of employees who are related.   |

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| RACE                               | Questions as to applicant's race or color.<br>Questions regarding applicant's complexion or color of skin, eyes, hair.   |  |
| PHYSICAL DESCRIPTION<br>PHOTOGRAPH | Questions as to applicant's height and weight.<br>Require applicant, at his or her option, to submit a photograph.<br>Require a photograph after interview but before employment.  | Statement that photograph may be required after employment.  |
| PHYSICAL CONDITION<br>HANDICAP     | Questions regarding applicant's general medical condition state of health, or illnesses.<br>Questions regarding receipt of Worker's Compensation.<br>"Do you have any physical disabilities or handicaps?"                                 | Statement by employer that offer may be made contingent on applicant passing a job-related physical examination.<br>"Do you require reasonable accommodation to perform the essential functions of the job applied for? If yes, what accommodations are required?" |
| RELIGION                           | Questions regarding applicant's religion, religious days observed /or/ "Does your religion prevent you from working weekends or holidays.  | Statement by employer of regular days, hours, or shifts to be worked.  |
| MILITARY SERVICE                   | General questions regarding military services such as dates, and type of discharge.<br>Questions regarding service in foreign military.  | Questions regarding relevant skills acquired during applicant's U.S. military services.  |
| ORGANIZATIONS,<br>ACTIVITIES       | "List all organizations, clubs, societies, and lodges to which you belong."  | "Please list job related organizations, clubs, professional societies, or other associations to which you belong-you may omit those which indicate your race, religious creed, color, national origin, ancestry, sex or age."                                      |
| REFERENCES                         | Questions of applicant's former employers or acquaintances which elicit information specifying the applicant's race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex. | "By whom were you referred for a position here?"<br>Names of persons willing to provide professional and/or character references for applicant.  |
| NOTICE IN CASE OF<br>EMERGENCY     | Name, address, and relationship of relative to be notified in case of accident or emergency.   | Name and address of person to be notified in case of accident or emergency.  |