



Interview Topic Questions

What you may ask about. What you should not ask about.

Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status. ~ IU Policy UA-01, Non-Discrimination

You **may ask** questions that are job-related and asked consistently to each applicant.

You **should not ask** questions that are not job-related.

	may ask	should not ask
AGE	Are you 18 years or older?	Date of birth, date graduated from high school/college, or date they earned a degree. May discuss the date of the degree if provided in the application. You cannot ask to see a birth certificate, passport, or driver's license until after the hire. Avoid questions that allude to, or assume, an applicant's age, such as: How do you feel about working for someone younger than you? Are you getting close to retirement age?
ARRESTS	You can let applicants know that a background check will be done after a conditional offer has been made.	Have you ever been arrested?
CITIZENSHIP	Are you currently legally eligible to work in the United States? Will you now or in the future require employer sponsorship for employment? The applicant will be required to provide proof of work eligibility only after a conditional offer has been made.	You should avoid asking if an applicant is a United States citizen. What country are you a citizen of? Avoid asking further questions about sponsorship, as it has been asked on the employment application. Departments should include in the posing if sponsorship is not available, and if not, should not advance applicants that require sponsorship.

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DISABILITY	<p>Are you able to perform the duties of the job with or without accommodation?</p> <p>If the applicant has voluntarily revealed that they have a disability, or they have an obvious disability, you may ask what accommodations would be needed.</p> <p>Now that you have heard the hours, leave policies, and other requirements of this position, do you feel you will be able to meet these requirements?</p> <p>An employer may make medical inquiries or require a medical examination of all candidates at the stage of a conditional job offer.</p>	<p>An applicant's visible or non-visible disability cannot be a factor in their evaluation. Avoid comments that would lead them to believe it is a factor such as:</p> <p>That is a noticeable limp. Those are very thick glasses. You get around really well for being in a wheelchair.</p> <p>Are you in good health?</p> <p>Do you have any physical defects or disabilities that prevent you from performing this kind of work?</p> <p>Will you require time off because of your disability or for treatment? What is the prognosis for your condition?</p> <p>Please list any conditions or diseases you were treated for in the last three years.</p> <p>How many days were you absent last year because of illness?</p> <p>Have you ever been treated by a psychiatrist or counselor?</p> <p>Do you have any family members or relatives who are disabled? Do you provide care for them? Will this require time off?</p>
EDUCATION/ LICENSES	<p>You are allowed to verify all credentials on the applicant's application or resume.</p> <p>You may inquire if the applicant has licenses required (including driver's license only if required for the position). Licenses (including driver's license) can only be verified after a conditional offer has been made.</p>	<p>Can I see your driver's license?</p> <p>When did you graduate from high school/college or receive your degree?</p>
FINANCES	<p>If an applicant is applying for a financial position, you can let them know that a credit check will be done after a conditional offer has been made.</p>	<p>Do you own your own home?</p> <p>How long have you lived at your present address?</p> <p>Have your wages ever been garnished?</p>

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GENDER/SEX		<p>You should not make assumptions about an applicant's gender identity/pronouns based on name, appearance, or mannerisms. Applicants should not feel their gender identity is a factor, either positively or negatively, in their evaluation. Comments or questions that imply otherwise should be avoided.</p> <p>How would you feel about working for a man/woman?</p> <p>Do you have any experience being the only man/woman in your office?</p> <p>You don't often find men/women in this line of work? How did you become interested in this?</p> <p>Do you prefer Mr. Mrs., Miss. or Ms.?</p> <p>If the applicant has provided preferred pronouns, use those in the interview and hiring process, and do not inquire further about their choice of pronouns.</p>
HEIGHT/WEIGHT		<p>An applicant's height or weight cannot be used in their evaluation.</p>
MARITAL/FAMILY STATUS	<p>Can the applicant perform specific job-related requirements such as travel, weekend/unusual hours, or extended workdays?</p>	<p>Are you single? married? divorced?</p> <p>Is your spouse a student or employee at IU?</p> <p>Do you have any children? What are your childcare arrangements?</p> <p>It is the applicant's responsibility to decide if they can manage to work in addition to their marital/family issues, not the hiring department.</p>
MILITARY SERVICE	<p>Treat as similar to other types of experience.</p> <p>You may inquire about job-related experience acquired while in military service.</p> <p>How do you think your experience in the military would benefit you in this position?</p>	<p>What type of discharge did you receive?</p> <p>An applicant's current status with either the reserves or National Guard cannot be a factor in the applicant's evaluation. Therefore, you should not ask if they are currently in the reserves or National Guard.</p>

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NAME	<p>Applicant's full name.</p> <p>Have you ever worked at IU under a different name, including a nickname?</p> <p>Is there any additional information I need to check your work record?</p>	<p>What is your maiden name?</p> <p>Applicant's original name if changed by court order or otherwise. Use the name provided by the applicant, even if it differs from official documents.</p>
NATIONAL ORIGIN	<p>Are you legally eligible to work in the United States? (Verification of eligibility will occur after the conditional offer is made.)</p> <p>Inquiry into languages applicants may fluently speak or write if it is a requirement of the job.</p> <p>Are you proficient in speaking and writing in English? Should only be asked if asked of all applicants.</p>	<p>Where were you born? Of what country are you a citizen?</p> <p>Where are you from?</p> <p>Is your last name German?</p> <p>You have quite an Irish accent.</p> <p>I see you speak Spanish. Did you learn that in your native country or school?</p>
PREGNANCY		<p>An applicant's current or pending pregnancy status cannot be used in their evaluation.</p> <p>Are you pregnant? Do you intend to become pregnant in the future?</p>
RACE/COLOR		<p>You should not make assumptions about an applicant's race based on name, appearance, or mannerisms. Applicants should not feel their race is a factor, either positively or negatively, in their evaluation. Comments or questions that imply otherwise should be avoided.</p> <p>There aren't very many minorities in our department. Will that be a problem for you?</p> <p>You look like you have an interesting family history. How would you define your race?</p>

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RELIGION	Can you work the required schedule?	<p>If an applicant is wearing a religious symbol, you should not assume their beliefs will affect their performance at IU.</p> <p>Can you work on Easter (or other specific religious holidays)?</p> <p>Do you attend church?</p> <p>You should not inquire about religious affiliations or institutions the applicant has attended, or make assumptions about the applicant's religion based on attendance at those institutions.</p>
SEXUAL ORIENTATION		<p>You should not make assumptions about an applicant's sexual orientation based on mannerisms or dress. Since an applicant's sexual orientation cannot be used as a factor in their evaluation, you should avoid comments that would lead the applicant to believe otherwise, including comments about your own sexual orientation or the sexual orientation of others in the department.</p> <p>Are you married? What is the name of a relative to be notified in case of an emergency? (Emergency notification can only be asked post-hire.)</p>
UNIONS/ ORGANIZATIONS	You may ask about organizations the applicant lists on their application or resume, including how the applicant feels membership in that organization would benefit them in the position.	<p>Are you a union member?</p> <p>List all clubs, societies, and lodges to which you belong.</p> <p>Do not ask or assume political affiliation.</p>
WORKER'S COMP	<p>Do you regularly follow workplace safety rules?</p> <p>Refrain from questions that elicit medical information.</p>	<p>Have you ever filed for worker's compensation?</p> <p>Have you had any prior work injuries?</p>