

Keep Your Interview Legal

Managers need to focus the interview on job-related criteria.

Employers should not shift between job-related questions and personal discussions.

If an applicant shares inappropriate information - This is NOT an opportunity for the interviewer to delve deeper in to the subject.

For example if a applicant indicates a spouse, the interviewer should avoid asking questions such as -

What does he/she do for a living?

How did he/she feel about their spouse having a job?

Avoid any of the following:

- An applicant's age or date of birth (avoid questions that hint at age, such as what year an applicant graduated from high school or college).
- Citizenship or country of birth (avoid where candidate or parents were born, or native language).
- Disabilities or illness (avoid disabilities, past or present illnesses, health conditions).
- Marital status, children, or child care arrangements, an applicant's religion or religious holidays (You can, however, inform an applicant of the work schedule and ask if the applicant has any problem with the schedule).
- Affiliations, clubs, social organizations, and other groups that could indicate membership in a legally protected minority group.
- An applicant's personal life, including personal finances, sexual orientation, intention to marry and/or have children.
- Arrest record (find out if your area is Ban The Box and how to address this topic).

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Submit your current employee handbook for a review of current federal, state / local law compliance, as well as industry standards and practices.