

## Civil Rights Guidelines for Grantees on Acceptable Interview Questions

**State and Federal laws that determine inappropriate or illegal interview questions govern the interview process. Interview questions should be “job-related” and should not be used to discover personal information.**

The following questions do not directly address the applicant's ability to perform the essential duties of the position:

- **Questions about marital status** (including preferred forms of address)
- **Questions about children** (including ages of children, child care arrangements, pregnancy, or future family planning)
- **Questions about the ability to work overtime or to travel, as it relates to dependents or family life** (but a grantee may describe requirements for overtime or travel and ask if the applicant foresees any problem fulfilling the duties)
- **Questions about disability or medical conditions** (these can be tricky, so some examples are set forth below)

Here are some other examples of illegal interview questions and possible alternatives:

Do Not Ask These Questions	Alternative Questions
What's your age or your date of birth?	None
What is your religion?	None
Does your religion allow you to work on Sundays?	(If working on Sundays is applicable) Do you have any responsibilities that will conflict with job attendance or travel requirements?
What are your religious holidays?	Do you have any responsibilities that will conflict with job attendance or travel requirements?
What is your political affiliation?	None
How is your health?	None
Does your family approve of you traveling?	None
Do you have children? Do you plan on having children?	None
What are your childcare arrangements?	Do you have any responsibilities that will conflict with job attendance or travel requirements?
Have you ever been arrested?	Have you ever been convicted of a crime?
Do you speak English at home?	None
Do you rent or own your own home?	None
Are you married? Are you divorced? What is your maiden name?	None
Is that Miss, Ms., or Mrs.?	None
What is your race? What is your native language?	None
Is your husband or wife employed?	None
How will you handle the commute?	None
Are you a U.S. Citizen? Where were you born?	Can you show proof of your eligibility to work in the U.S.?
Do you have a disability?	Are you able to perform the essential functions of this job?