

Interview Considerations

	ALLOWED	PROHIBITED
Name	Name	Inquiry into any title which indicates race, color, religion, gender, national origin, disability, age or ancestry, or sexual orientation.
Address	Inquiry into place and length at current address.	Inquiry into any foreign addresses which indicate national origin.
Age	Faculty/Staff - None	A. Requiring birth certificate or baptismal record before hiring. B. Any inquiry which may reveal the date of high school graduation. C. Any other inquiry which may reveal whether applicant is at least 40 years of age.
Birthplace, National Origin, or Ancestry	None	A. Any inquiry into place of birth. B. Any inquiry into place of birth of parents, grandparents or spouse. C. Any other inquiry into national origin or ancestry.
Race or Color	None	Any inquiry which would indicate race or color.
Gender/Sexual Orientation	None	A. Any inquiry which would indicate gender or sexual orientation. B. Any inquiry made of members of one gender, but not the other.
Height and Weight	Inquires as to ability to perform actual job requirements.	Being a certain height or weight will not be considered to be a job requirement unless the employer can show that no employee with the ineligible height or weight could do the work.
Religion - Creed	None	A. Any inquiry which would indicate or identify religious denomination or custom. B. Applicant may not be told any religious identity or preference of the employer. C. Request pastor's recommendation or reference.
Disability	Inquiries necessary to determine applicant's ability to perform essential functions of job with or without reasonable accommodations.	A. Any inquiry into past or current medical conditions. B. Any inquiry into Worker's Compensation or similar claims.
Citizenship	Are you legally eligible for employment within the United States? May be asked only if asked of all applicants.	A. Inquiry into citizenship. B. Inquiry into visa status. C. Whether parents or spouse are native-born or naturalized.
Photographs	May be required after hiring for identification.	Require photograph before hiring.
Personal	None	Inquiry or discussion about marital status, number and age of children, pregnancy, child care arrangements or maternity plans.
Arrest and Convictions	Inquires into <u>convictions</u> of specific felonies related to qualifications for the job applied for.	Any inquiry which would reveal arrests without convictions or convictions unrelated to job duties.

Education	A. Inquiry into nature and extent of academic, professional or vocational training. B. Inquiry into language skills, such as reading and writing of foreign languages, if job related.	A. Any inquiry which would reveal the nationality or religious affiliation of a school. B. Inquiry as to what native language is or how foreign language ability was acquired.
Relatives	Inquiry into name, relationship and address of person to be notified in case of emergency.	Any inquiry about a relative which would be unlawful if made about the applicant.
Organizations	Inquiry into membership in professional organizations and offices held, excluding any organization, the name or character of which indicates the race, color, religion, gender, national origin, disability, age or ancestry of its member.	Inquiry into every club organization where membership is held.
Military Service	A. Inquiry into service in U.S. Armed Forces when such service is a qualification for the job. B. Require military discharge certificate after being hired.	A. Inquiry into military service in armed service of any country but U.S. B. Request military service records. C. Inquiry into type of discharge.
Work Schedule	Inquiry into willingness or ability to work required work schedule.	Any inquiry into willingness or ability to work any particular religious holidays.
Miscellaneous	Any questions required to reveal qualifications for the job applied for.	Any non-job related inquiry which may elicit or attempts to elicit any information concerning race, color, religion, gender, national origin, disability, age or ancestry of an applicant for employment or membership.
References	General personal and work references which do not reveal the race, color, religion, gender, national origin, disability, age or ancestry of the applicant.	Request references specifically from clergy or any other persons who might reflect race, color, religion, gender, national origin, disability, age or ancestry of applicant.

Prepared by Office of General Counsel 09/05

Source information

- Ohio Civil Rights Commission, Questioning Applicants for Employment
- Miami University Policy and Information Manual, Sections 3.3 and 3.4