

## Faculty Recruitment: A Guide for Interview Questions\*

The best way to avoid discriminatory treatment of a candidate is to engage in sound selection procedures which are fair and consistent across all candidates. Do not include inquiries about any candidate's personal characteristics which are not related to ability, performance, or qualifications as determined by University policy and state or Federal law. This includes direct questions as well as attempts to draw conclusions on prohibited matters from letters of application, CVs, resumes, or letters of recommendation.

The following sample review can help you conduct interviews and reference inquiries in a non-discriminatory manner. Ask the same questions of all candidates.

Category	Lawful pre-employment inquiries	Unlawful pre-employment inquiry
Name	For access purposes, inquiry whether applicant's work records are under another name. Whether any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on candidate's work record?	Original name of an applicant whose name has been changed by court order or otherwise. Or, an applicant's maiden name.
Address	Inquiry about place and length of current and previous address. To ask for applicant's phone number or how s/he can be reached.	NONE
Age	Are you at least 18 years of age? (This may only be asked for the purpose of determining whether applicant is of legal age for employment.)	Questions about age, date of birth, or requests for birth certificates.
Gender	NONE	Gender of an applicant, where sex is not a Bona Fide Occupational Quality concern. How would you feel working for/with a woman/man?
Marital & family status	Are you able to meet the work schedule and responsibilities of the position?	Are you married? Any inquiry regarding marital status, including preference for Mr., Miss, or Mrs. Inquiry about the ability or desire to reproduce or advocating any form of birth control.
Race or color	NONE	What is the complexion or color of your skin? Are you of ____ heritage or race?

\* Compiled from (Smith, Wolf-Wendel, & Levitan, 1996), Brigham Young University, & AAEE (2006)

<b>Birthplace</b>	NONE	<p>Birthplace of applicant.</p> <p>Birthplace of applicant's parents, spouse, or close relatives.</p> <p>Requirement that applicant submit birth certificate, naturalization, or baptismal record, unless as part of I-9 form.</p>
<b>National Origin</b>	Inquiry into languages applicant speaks and writes fluently.	<p>Inquiry into an applicant's lineage, ancestry, national origin, descent, parentage, or nationality, unless pursuant to the post-hire Federal I-9 process.</p> <p>Inquiry about nationality of the applicant's parent(s) or spouse.</p> <p>Inquiries into how the applicant acquired ability to read, write, or speak a foreign language.</p>
<b>Worker's Compensation</b>	NONE	<p>Have you ever filed for worker's compensation or had significant job-related injuries?</p>
<b>Education</b>	Inquiries into the academic, vocational, or professional education of an applicant and the public and private schools attended.	<p>Specifically ask the national, racial, or religious affiliation of schools attended.</p>
<b>Experience</b>	<p>Inquiry into work experience.</p> <p>Inquiry into countries applicant has visited.</p>	
<b>Organizational Affiliation</b>	Are you active in any organization that is related to the responsibility(ies) of this position?	<p>Of what organizations are you a member?</p>
<b>Work Schedules</b>	<p>Are you willing to work the required work schedule?</p> <p>Do you have military reservist obligations?</p>	<p>Are you willing to work any particular holiday?</p>
<b>Citizenship</b>	<p><i>To avoid discrimination based on national origin, the questions below should only be asked post-hire, during a similar time in the hiring process, of all employees and only as a part of the Federal I-9 process:</i></p> <p>Are you eligible to work in the U.S.?</p> <p>If not a citizen of the U.S. do you intend to become a citizen of the U.S.?</p> <p>If you are not a U.S. citizen, have you the legal right to work in the U.S.? Do you intend to remain permanently in the U.S.?</p>	<p><i>Questions below are unlawful unless asked as part of the post-hire Federal I-9 process:</i></p> <p>Are you a naturalized or a native-born citizen, or what was the date when you acquired citizenship? Can you produce naturalization or citizenship papers?</p> <p>Are your parent(s) or spouse naturalized or native born citizens of the United States? Or, what was the date when your parent(s) or spouse acquired citizenship?</p> <p>Can you show us your alien registration card or other document with an Admission Number?</p>

<b>Religion</b>	Are you able to work the required schedule?	Do you have religious beliefs that would prevent you from working certain days of the week?
		What is your religion/religious denomination/religious affiliation?
		What church do you attend?
		Who is your pastor?
<b>Relatives</b>	Names of applicant's relatives already employed by URI.	What are names and contact information of any relatives, including applicant's parents, partner/spouse, or minor children?
<b>Notice in case of emergency</b>	Name and address of <i>person</i> to be notified in case of accident or emergency.	Name and address of nearest <i>relative</i> to be notified in case of accident or emergency.
<b>Disability</b>	Are you able to perform the essential functions of this job with or without accommodations? (Provide a description of the essential functions.)	Do you have a disability or any health problems which may affect your performance in this position?
	Are you able to meet the work schedule and responsibilities of the position?	What is the prognosis or expectation regarding the condition or disability?
	If an applicant's known disability may disrupt or prevent the performance of a job-related function, whether or not the employer routinely makes such a request of all applicants, it is permissible to ask: Can you, with or without reasonable accommodations, perform the essential duties of the job in which you wish to be employed?	Inquiries regarding an applicant's physical or mental condition that are not related to the requirements of a specific job and which are used as a factor in making employment decisions in a way which is contrary to the provisions or purposes of the Persons with Disabilities Civil Rights Act.
<b>Conviction record</b>	Inquiries about particular convictions and information thus obtained can be used only if it relates to the applicant's fitness to perform the job or otherwise deemed pertinent to the position.	Inquiries regarding convictions that do not relate to performing the particular job under consideration.
<b>Photograph</b>	NONE	Any requirement for a photograph prior to hire.
<b>Height</b>	NONE	Any inquiry regarding an applicant's height.
<b>Weight</b>	NONE	Any inquiry regarding an applicant's weight.
<b>Arrest record</b>	NONE	Any inquiry related to arrest.