

Fair Inquiry Guidelines for Interviews

The Equal Employment Opportunity Commission (EEOC) has established Fair Inquiry Guidelines in order to provide specific protection from discrimination in hiring certain protected classes. Below are prohibited topics and questions, with suggested alternate word tracks. For more information visit www.gsa.gov/eeo.

	DO NOT ASK	Suggested Word Track
Salary	<i>What is your current salary? How much are you making?</i>	<i>What is the targeted salary range you are looking for?</i>
Residence & Commute	<i>Do you live in a house or an apartment? Do you own a house?</i>	<i>Did you make the drive okay? How was the drive here? Are you able to get here daily?</i>
Age	<i>How old are you?</i>	--
Health & Personal Matters	<i>Are you healthy? Do you have any tattoos? Are you pregnant / planning to get pregnant?</i>	<i>Are you able to physically perform the job duties and meet the physical requirements of the role (ie: lifting 25 lbs)?</i>
Gender Orientation & Race	<i>Are you a man or a woman? How do you identify? What is your nationality?</i>	--
Family	<i>Do you have kids? Are you married / divorced? Who lives at home with you? Do you have daycare or a babysitter?</i>	<i>Are you able to work the required schedule without distractions?</i>
Criminal Record	<i>Have you ever been arrested? Do you have a felony? Have you ever been convicted of a crime?</i>	<i>Are there any events in your past that we should know about that might be prohibitors to your employment here?</i>
Religion	<i>What is your religion?</i>	--
Citizenship	<i>Are you a US Citizen?</i>	<i>Are you legally authorized to work in the United States?</i>
Military Status	<i>Will you be deployed? Are you in the Reserves National Guard? Why were you discharged?</i>	<i>How does your past in the military add value for this role?</i>

General Rule:

Avoid any question that could create a potential for discrimination. Keep questions professionally oriented and associated with the needs of the company and position.