



BASIC INTERVIEW CHECKLIST



HIRING—INTERVIEW TIPS

- Ask only job-related questions.
- Avoid representations that might jeopardize at-will employment or be perceived as creating an enforceable employment contract (ex: “we never terminate employees except for cause”)

PROPER INQUIRIES MAY INCLUDE:

- Work history and reasons for leaving prior job(s)
- Work ethic, work style
- Education
- Career goals
- Reasons for wanting the position
- Questions pertaining to applicant’s qualifications for the position

STEER CLEAR OF QUESTIONS REGARDING

National origin, lineage, ancestry, descent, etc. (e.g., “What country do you or does your family come from?”)

Race, Color

Physical characteristics; physical or mental disabilities; past illnesses, injuries, accidents, hospitalizations, treatments, workers’ compensation or medical insurance claims or the medical condition of family members (although if a position requires performance of a specific function, you may ask whether the applicant can perform that specific function with or without a reasonable accommodation);

The extent of prior illegal drug use (an employer may ask applicants whether they have used illegal drugs in the past, but this area of inquiry is tricky because prior drug addiction is considered disability under the ADA)

Age, including such inquiries as date of high school graduation, which may be considered a proxy for an age-related inquiry

Arrest records—as courts have held that such inquiries can pose a disproportionate impact on minority candidates

Criminal charges or convictions aka Ban the Box (Maryland, DC, VA -public employment only)

Criminal charges or convictions that have been expunged

Criminal convictions after conditional offer that are unrelated to the job requirements

Membership in clubs, social organizations, church, political affiliation, kids, family obligations

Military discharge