

## **DO'S and DON'TS of INTERVIEWING FACULTY**

### **DO**

- Treat all applicants equally. Discriminatory behavior is illegal, even when it is not intended.
- Ask applicants what title or address they prefer when referring to gender.
- Inform applicants, prior to making an offer, that if they are not U.S. citizens, they need to have a visa or other documentation that allows them to work in the U.S.
- Clarify that the applicants are able to speak and write English clearly only if there is a clear correlation with English fluency and job performance. Be mindful that if asked of one applicant the question must be asked of all applicants.
- Know that persons age 40 or over are protected from age discrimination, and that it is illegal to hire a 42-year old applicant over a 50-year applicant because of age.
- Know that a female applicant who is pregnant is protected from discrimination. She should be evaluated solely on her ability to perform the requirements of the position.

### **DON'T**

- Ask questions pertaining to age, such as year of graduation or date of birth.
- Discriminate against qualified individuals with disabilities or ask whether applicants are disabled.
- Ask applicants if they have ever taken Family Medical Leave, Worker's Compensations, any specific type of leave, or how many days they were absent in the past year.
- Ask questions pertaining to citizenship, such as whether the applicant or the applicant's family are naturalized citizens or U.S. citizens.
- Ask applicants questions about legal prescription drug use, alcoholism, or drug addiction.
- Ask questions that could elicit personal information about the applicants' marital status or childcare arrangements, such as spouse's name, maiden name, number of children, status of pregnancy, family planning, and childcare provisions.
- Ask questions about applicants' ancestry, national origin, allegiance to foreign governments, or ideology.
- Ask questions pertaining to applicants' race and/or ethnicity, such as color of applicants' hair, eyes, or skin.
- Ask questions pertaining to applicants' religion, such as religious affiliation, denomination, church membership, name of pastor, minister, or rabbi, or holidays celebrated (e.g. Sunday, Sabbath, or religious holidays).
- Ask questions pertaining to applicants' housing status, such as whether they own or rent and names and relationships of persons they live with.
- Ask questions about the applicants' gender identity, such as whether they are male or female or whether they have had a transgender transformation.
- Ask questions designed to determine sexual orientation.
- Ask questions about veteran status/military service, such as whether applicants served in Vietnam, Desert Storm, Iraq, and Afghanistan or whether they are currently serving in the military. If applicants volunteer information on their veteran status no follow-up questions should be asked to determine service-related disabilities, political opinions, or the likelihood of being recalled to active duty.