

GUIDELINES FOR THE INTERVIEW PROCESS

Relating to Gender, Marital Status, Sexual Orientation and Associated Stereotypes

ACCEPTABLE INQUIRIES

Long and short-range career goals and how this job fits in

Ability to meet specific work schedules, and any activities, commitments or responsibilities which could prevent regular attendance at work
Other names under which applicant has worked, in order to verify employment history

Ability to meet travel requirements of job

Relating to Age or Religion

ACCEPTABLE INQUIRIES

Date of birth, for record keeping purposes after employment

Years of experience in discipline or field

Ability to meet specific work schedules (FIU must make reasonable accommodation of requests for time off based on religious observance)

INQUIRIES UNRELATED TO JOB

Marital status

Number of dependents

Marital plans

Plans to start a family

Birth (maiden) name

Age of children

Child care arrangements

Pregnancy of applicant

Spouse's name, occupation and/or salary

Preferred address (Ms., Miss, Mrs.)

Contraceptive practices

Relationship to person with whom applicant

resides

INQUIRIES UNRELATED TO JOB

Age of applicant

Status as Social Security or pension recipient

Inquiry as to religious affiliation or denomination, or observance of religious holidays

Relating to Age or Religion (cont.)

If a minor, proof of age in form of work

Membership in clubs, lodges, churches or permit fraternal organizations

Requirement of a reference from applicant's Inquiry as to religious affiliation of schools pastor attended

Relating to Race or National Origin

ACCEPTABLE INQUIRIES

Languages read, written or spoken fluently

Legal right to work in this country (i.e. citizen or possessor of 1-94 or 1- 151 card authorizing employment)

Present address and length of time resided in city or state

Conviction record may be questioned to determine whether candidate is appropriate for the job, given the nature and date of the offense

Post employment, it is acceptable to ask for Name and address of person to be contacted In an emergency

INQUIRIES UNRELATED TO JOB

Race or color
(only if required/preferred in job description)

Color of hair, skin, eyes

Birthplace or citizenship of applicant or relatives

Inquiry as to how foreign language was learned

Membership in clubs, lodges, fraternities or sororities

Submission of photograph prior to employment

Native language(s) spoken by parents or Relatives; language(s) spoken at home

Credit rating

Name and address of nearest relative

Arrest record

Name or relationship of person with whom applicant resides

Relating to Disability/Handicap or Veteran's Status:

ACCEPTABLE INQUIRIES

Any conditions that would prevent performance of job responsibilities (with or without reasonable accommodation). Voluntary identification of disability must be stressed, since this question should be asked of all candidates and the condition not be a visible one)

If applicant identifies a disability, what accommodations might the University make in order for you to perform safely? (post employment only)

Military experience in U.S. armed forces, including dates and job relevant training received

Awareness of the option for self-identification as a disabled veteran or Vietnam era veteran, for inclusion in the Affirmative Action Plan
Current use of illegal drugs; may state the University drug policy.

INQUIRIES UNRELATED TO JOB

Inquiries about disabilities

Personal medical history prior to employment

Date, condition, type of military discharge received

Branch of the military served in

Draft classification

Military experience outside of the U.S.

Prior worker's compensation claims (may be asked about post-employment only)

How an applicant received a visible disability

Whether time off will be required from work for medical treatment.