



**OFFICE of
HUMAN RESOURCES**

EAST TENNESSEE STATE UNIVERSITY

Interview Guidelines

Subject	Appropriate Inquiries	Inappropriate Inquiries
Age	None	Questions about age, date of birth, requests for birth certificate
Arrests/Convictions	May ask if any record of criminal convictions and/or offenses exist, if all applicants are asked	Inquiries regarding arrest record
Citizenship	May ask questions about legal authorization to work in the specific position if all applicants are asked	May not ask if person is a U.S. citizen or what citizenship the person holds
Disability	May ask about applicant's ability to perform job-related functions and if they need reasonable accommodations for the job	Question (or series of questions) that is likely to solicit information about a disability
Education	Inquiries about degree or equivalent experience	None
Height and Weight	None	Inquiries about the applicant's height or weight
Marital or Parental Status	Whether applicant can meet work schedule or job requirements. Should be asked of all genders	Any inquiry about marital status, children, pregnancy, or child care plans
National Origin	May ask if legally authorized to work in this specific position if all applicants are asked	May not ask a person's birthplace; if the person is a U.S. citizen; questions about the person's lineage, ancestry, descent or parentage; how the person acquired the ability to speak/read/learn a foreign language
Personal Finance	None	Inquiries regarding credit record, owning a home, or garnishment record
Photograph	None	Any inquiry for a photograph prior to hire
Political Affiliation	None	Inquiries about membership in a political party
Organizations	Inquiries about professional organizations related to the position	Inquiries about personal or professional organizations suggesting race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, height, weight, disability, or veteran status

Race or Color	None	Comments about complexion or color of skin
Religion	Describe the work schedule and ask whether applicant can work that schedule. Should be asked of all applicants	Inquiries about religious preferences, affiliation, denominations, church, and religious holidays observed
Sex	None	Inquiries regarding gender, gender expression or gender identity
Sexual Orientation	None	Comments or questions about the applicant's sexual orientation

Comments regarding the above prohibited subjects also should not appear in interview notes or otherwise be considered by the hiring manager or search committee members.

It is permissible to ask if a candidate has the necessary skills, training, experience and education to perform the job, provided this question is asked of all candidates. It is not permissible to eliminate an applicant from consideration if the applicant indicates a need for a reasonable accommodation for a disability.

It is also permissible to ask whether the candidate is available to work the schedule demanded by the job, provided this question is asked of all candidates. It is not permissible to eliminate an applicant from consideration because the applicant indicates a need for a scheduling accommodation either due to a disability or for religious purposes. If you have questions about permissible interview questions or how to assess an applicant's potential need for accommodation on the job, please contact the Office of Human Resources at (423)439-4457.