

Interviewing Guidelines

General guidelines

- The same pre-determined questions should be asked of all candidates, to ensure equal treatment.
- Develop a question addressing each of the qualifications you have listed in your job posting.
- Keep questions open-ended to allow more conversation in the interview.
- Supply interviewee with a job description.
- Allow interviewee time to ask questions.

The following table suggests appropriate questions for subject groups. Following these guidelines will ensure that you are not violating UW-Superior's policy of being an Affirmative Action/Equal Employment Opportunity employer and educator, while allowing you to make a responsible decision:

SUBJECT	APPROPRIATE QUESTIONS
Age	None during interview. At time of hiring may inquire about age or date of birth for pension and related matters.
Arrests	Nothing. Should not ask about arrests because the person is not judged guilty by an arrest.
Convictions	May ask about convictions if all candidates are asked, and if the information has bearing on job performance of the specific position. Should not ask about convictions unless the information bears on job performance. NOTE: Do not make indefensible assumptions about future behavior based on conviction.
Credit Ratings or Garnishments	May ask NOTHING, unless job related. Should not ask about credit ratings since it usually has little or no relation to job performance. NOTE: It is a Civil Right violation to refuse to hire a minority, if refusal is based even part on the person's poor credit rating.
Citizenship	Whether visa or immigration status prevents person from lawful employment. Should not ask whether a U.S. citizen. (Attorney General's Opinion says citizenship is not required for State employment.)
Education	Training and experience related to job requirements. Should not ask about education that is not related to job performance. (Requirements should not be higher than needed for job; that discriminates against poor and/or minorities with less opportunity for education.)

Family	Freedom to travel if job requires; meeting work schedule requirements. All applicants for a position must be asked the same questions. Should not ask about family planning, family size, children's ages, child care plans, spouse's employment or salary.
Disabilities	May ask about ability to perform specific job tasks if the person has sensory, mental, or physical disabilities that relate to ability to perform job. Ask if any accommodations are needed to perform job.
Height and Weight	Should not ask unless related to job requirements. The Civil Rights Act indicates that unless employer proves otherwise, height requirements are discriminatory because higher percentage of women and ethnic groups are excluded. If height and weight appears to be an issue, may ask how the applicant will perform specific tasks and what accommodations may be needed.
Marital Status	May ask NOTHING. Should not ask whether person is married, single, separated, divorced, or engaged.
Name	May ask current legal name.
National Origin	May ask about ability to speak, read, or write English or a foreign language if the job requires. Should not ask about ancestry, birth place of applicants, parents or spouse.
Organizations	May ask about professional organizations or experiences that enhance their ability to perform their job and contribute to diversity. Should not ask about all organizations to which the person belongs: organizations that indicate race, color, creed, sex, gender identity or expression, marital status, religion, or national origin.
Pregnancy	May ask anticipated duration on the job. Anticipated absences from the job. (Same question must be asked of males and females.) Should not ask about medical history concerning pregnancy and related health matters.
Religion	Should not ask about religion. May ask about anticipated absences from the job. If extensive absences are predicted, ask how the required work will be accomplished.
Sexual Preference	May ask NOTHING.