



## Appropriate vs Inappropriate Interview Questions

*Provided by the Society for Human Resource Management, SHRM*

### APPROPRIATE / LEGAL

#### ***National origin/citizenship***

1. Are you authorized to work in the U.S.?
2. What languages do you read/speak/write fluently?

#### ***Age***

Are you over 18?

#### ***Marital/family status***

- 1.) Would you be willing to relocate if necessary?
- 2.) Would you be willing and able to travel as needed for the job?
- 3.) Would you be willing and able to work overtime if necessary?
- 4.) Are you able to work the schedule I've outlined for this position?

#### ***Race***

No questions may be asked

#### ***Affiliations***

- 1.) Do you belong to any professional or trade organizations that are relevant to this job?

#### ***Personal***

1. Are you able to lift x-pound weight and carry it x-yards? (if job requirement)
2. Can you work within the confines of a x-foot aisle? (if job requirement)

#### ***Disabilities***

- 1.) Are you able to perform the essential functions of the job? (provide job description before asking)
- 2.) How were you rated on dependability on your last job?
- 3.) Are you currently using/addicted to any illegal drug?

#### ***Arrest record***

- 1.) Have you ever been convicted of a felony?

#### ***Military***

- 1.) What type of training/education did you receive in the military?

#### ***Religion***

- 1.) Will you be able to work this schedule?

### INAPPROPRIATE / ILLEGAL

1. Are you a U.S. citizen?
2. What is your native language?

- 1.) How old are you?
- 2.) What year did you graduate from high school?

- 1.) What is your marital status?
- 2.) With whom do you live?
- 3.) Do you plan to have a family?
- 4.) What are your child-care arrangements?
- 5.) What does your spouse do?
- 6.) Do you have health-care coverage through your spouse?

1. What is your race?

1. What clubs or social organizations do you belong to?

1. How tall are you?
2. How much do you weigh?

- 1.) Do you have any disabilities?
- 2.) Have you had any recent history of illness/operations?
- 3.) When was the date of your last physical exam?

- 1.) Have you ever been arrested?

- 1.) If you served in the military, were you honorably discharged?

- 1.) What is your religion? Holidays you observe?