

## Appropriate and Inappropriate Interview Questions

Subject	Appropriate	Inappropriate
<b>Age</b>	None	Questions about age, requests for birth certificate.
<b>Arrest Record</b>	<p>Wisconsin law permits questions on pending charges if related to job, i.e., security or sensitive jobs. A disclaimer statement may be used such as:</p> <p><b>“All offers of employment are contingent upon completion of a successful criminal background check.”</b></p>	Questions about pending charges for jobs other than those mentioned.
<b>Citizenship</b>	<p>May ask about legal authorization to work in the specific position if <b>all</b> applicants are asked.</p> <ul style="list-style-type: none"> <li>▪ Are you legally authorized to work in the U.S.?</li> <li>▪ Will you now or in the future require sponsorship for employment visa status?</li> </ul> <p>The employer must consistently ask these questions of <b>all</b> applicants across the board if they are asked.</p> <p>Appropriate disclaimer statement:</p> <p><b>“All offers of employment are contingent upon verification of identity and work authorization in the U.S.”</b></p>	<p>May not ask if a person is a U.S. citizen, or questions as to nationality, lineage, ancestry, national origin, descent, parentage of applicant or applicant’s parents or spouse.</p> <p>Whether a specific “applicant” is legally eligible to work in the U.S.</p>
<b>Convictions</b>	May ask about record of convictions of felony or misdemeanor offenses if all applicants are asked.	Questions about convictions unless the information bears on job performance.
<b>Education</b>	Inquiries about degrees or equivalent experience.	Questions about education that are not related to job performance.
<b>Handicap/Disability</b>	May ask applicant's ability to perform job-related functions and whether accommodation is requested, only if the question is asked of all applicants.	Whether applicant is handicapped or has a disability.
<b>Economic Status</b>	None	Questions about applicant’s current or past assets, liabilities or credit rating, including bankruptcy or garnishments.

Subject	Appropriate	Inappropriate
<b>Marital Status</b>	Whether applicant can meet work schedule or job requirements. Should be asked of both sexes.	Any inquiry about marital status, children, pregnancy, or childcare plans.
<b>Military service</b>	Questions about relevant knowledge, skills and abilities acquired during applicant's military service.	General questions about military service, such as dates, type of discharge, or service in a foreign military service.
<b>Name</b>	May ask current legal name. "Have you ever used another name?" "Is any additional information relative to a change of name or use of an assumed name necessary to enable a check of your educational or work record?"	Questions about national origin, ancestry, or prior marital status.
<b>National Origin</b>	May ask <b>all</b> applicants if legally authorized to work in this specific position.	Whether applicant is legally eligible to work in the United States.
<b>Organizations</b>	Inquiries about professional organizations related to the position.	Inquiries about organizations indicating race, sex, religion or national origin, e.g. " <b>List all organizations, clubs, societies, and lodges to which you belong.</b> "
<b>Race or Ethnicity</b>	None	Comments about complexion, color of skin, height or weight.
<b>Religion</b>	Describe the work schedule and ask whether applicant can work that schedule. Also suggest accommodations to schedule are possible.	Inquiries on religious preferences, affiliations or denominations. " <b>Does your religion prevent you from working weekends or holidays?</b> "
<b>References</b>	Names of persons willing to provide professional references for applicant. " <b>By whom were you referred for this position?</b> "	Questions of references that elicit information specifying applicant's ethnicity, race, religious creed, national origin, ancestry, and physical or mental disability, medical condition, marital status, age, sex.
<b>Residence</b>	Place of residence	" <b>Do you own or rent your home?</b> "
<b>Sexual Orientation</b>	None	All questions related to sexual orientation
<b>Work Experience</b>	Applicant's previous employment experience.	Inquiries of protected group members based on generalizations of that group.

