

Appropriate and Inappropriate Interview Questions

Subject	Appropriate	Inappropriate
Age	None	Questions about age, requests for birth certificate.
Arrest Record	<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>“All offers of employment are contingent upon completion of a successful criminal background check.”</p>	Questions about pending charges for jobs other than those mentioned.
Citizenship	<p>May ask about legal authorization to work in the specific position if all applicants are asked.</p> <ul style="list-style-type: none"> ▪ Are you legally authorized to work in the U.S.? ▪ Will you now or in the future require sponsorship for employment visa status? <p>The employer must consistently ask these questions of all applicants across the board if they are asked.</p> <p>Appropriate disclaimer statement:</p> <p>“All offers of employment are contingent upon verification of identity and work authorization in the U.S.”</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>
Convictions	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.
Education	Inquiries about degrees or equivalent experience.	Questions about education that are not related to job performance.
Handicap/Disability	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.
Economic Status	None	Questions about applicant’s current or past assets, liabilities or credit rating, including bankruptcy or garnishments.

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Marital Status	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.
Military service	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.
Name	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.
National Origin	May ask all applicants if legally authorized to work in this specific position.	Whether applicant is legally eligible to work in the United States.
Organizations	Inquiries about professional organizations related to the position.	Inquiries about organizations indicating race, sex, religion or national origin, e.g. " List all organizations, clubs, societies, and lodges to which you belong. "
Race or Ethnicity	None	Comments about complexion, color of skin, height or weight.
Religion	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. " Does your religion prevent you from working weekends or holidays? "
References	Names of persons willing to provide professional references for applicant. " By whom were you referred for this position? "	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.
Residence	Place of residence	" Do you own or rent your home? "
Sexual Orientation	None	All questions related to sexual orientation
Work Experience	Applicant's previous employment experience.	Inquiries of protected group members based on generalizations of that group.

