



ILLEGAL INTERVIEW QUESTIONS EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Subject	Appropriate	Inappropriate
AGE/GENDER	None	Questions about age, requests for birth certificate. Questions about gender or sexual orientation.
ARREST RECORD	Wisconsin law permits questions on pending charges if related to job, i.e., security or sensitive jobs.	Questions about pending charges for jobs other than those mentioned.
CITIZENSHIP	May ask questions about legal authorization to work in the specific position if all applicants are asked.	May not ask if the person is a U.S. citizen.
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.
DISCRIMINATION	None	Whether the candidate has filed or threatened to file discrimination charges.
DISABILITY/HEALTH	May ask about applicant's ability to perform job-related functions with or without accommodations.	Whether applicant has a disability. Questions about one's health unless job related.
MARITAL/FAMILY STATUS	Whether an applicant can meet work schedule or job requirements. Must be asked of both sexes.	Any inquiry about marital status, children, pregnancy or childcare plans.
MILITARY SERVICE	Only if U.S. armed forces service is a qualification for the position.	Military service in the armed forces of any country but the U.S., or inquiry into one's type of discharge.

NAME	May ask current legal name.	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.
NATIVE LANGUAGE/ FOREIGN LANGUAGE	Inquiries if foreign language skills are a requirement or qualification of the position.	Inquiries unless related to job requirements.
ORGANIZATIONS	Inquiries about professional organizations related to the position.	Inquiries about organizations indicating race, sex, religion or national origin.
RACE OR COLOR	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 that accommodations to schedule are possible.	Inquiries on religious preferences, affiliations or denominations.
WORK EXPERIENCE	Applicant's previous employment experience.	Inquiries of protected group members based on generalizations or stereotypes of that group.

POSSIBLE RESPONSES IF ASKED AN ILLEGAL QUESTION

- Answer the question and ignore the fact that it illegal.
- Answer the question with a statement such as: "Please explain how that question is relevant to the requirements of the position."
- Contact the Equal Opportunity Employment Commission.