

Interview Information and Sample Questions

When interviewing for a position, and throughout the employment life cycle, it is important to remember that laws such as Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Age Discrimination in Employment act (ADEA), and others provide protections for applicants and employees against discrimination. As such, employers are prevented from asking questions about protected class characteristics which are not job related.

You should avoid questions which are not essential to judging the applicants ability to perform the job, and consider if there are questions which are better able to determine this without disproportionately screening out minorities and females.

Below is a list of topics which are not job related and are discriminatory:

- Race
- Color
- Religion
- Sex
- National Origin
- Appearance
- Height/weight
- Wage Garnishment
- Disability
- Education
- Marital Status / Family
- Age
- Previous Arrests
- Military Service
- Labor Union Membership
- Credit

For more information about these topics, and for guidance on complying with Equal Employment Opportunity, please visit the EEOC website: <http://www.eeoc.gov/laws/practices/index.cfm>

Example of permissible interview questions:

1. (If presently employed) Why are you seeking a job change?
2. Which of your various jobs did you like the best? Least? Why?
3. Why did you leave your last job? (Repeat for all previous jobs)
4. Tell me about a typical day in your present (or last) job?
5. What type of criticism has your current (or former) manager give you?
6. If you could make improvements in your last job, what would they have been?
7. What has been the most interesting job or project of your career?
8. What were your most important work accomplishments during the past few years?
9. What do you know about our church/school?
10. What would be your greatest contribution to our church/school?