Quick Tips

“Guidelines for Pre-employment Inquiries”
Quick Tips

• Gender and Family Matters

• Age

• National Origin/Citizenship

• Disabilities

• Other Characteristics
Gender and Family Matters

Don’t Ask

• Are you married?

• How many children or age?

• What is your child-care arrangement?

• Are you planning to start a family in near future?

• Is there a spouse that needs relocation assistance if you get job?

Okay to Ask

• You anticipate any regular absences from work?

• You ever used a different last name?

• Any responsibilities or commitments that will prevent you from meeting specific work schedules?
Age

Don’t Ask

• What is your date of birth?
• What year did you graduate?
• What age do you plan to retire?

Okay to Ask

• If offered job, could you establish that you meet legal age minimum?
• How long do you intend to stay in the position you are seeking?
National Origin/Citizenship

Don’t Ask

• Where were you born?
• Origin of your last name?
• What is your native language?
• Are you a U.S. citizen?

Okay to Ask

• If offered, could you provide verification of your right to work in U.S.?
• Do you speak languages other than English that might be helpful in performing this job?
Disabilities

Don’t Ask

• Nature of your disability
• Limitation placed on applicant?
• Do you have a disability?
• Do you need a reasonable accommodation to do job?
• Ever been injured on the job?
• Ever filed workers comp?
• Medications currently taking?
• Ever been addicted or treated for drugs or alcohol?

Okay to Ask

• How would you go about performing this job?
• Will you be able to perform assignments in a safe manner?
• Can you meet attendance requirements of job?
• Do you have licenses and certifications required?
• Have you ever used illegal drugs?
**Other Characteristics**

*Appropriate – Okay to Ask*

- **Convictions**
  - If any record of criminal convictions and/or offenses exist, if all applicants are asked.

- **Education**
  - Inquiries about degree or equivalent experience

- **Organizations**
  - Inquiries about professional organizations related to the position.

- **Religion**
  - Describe the work schedule

Source: [http://www.hr.umich.edu/oie/employment.html](http://www.hr.umich.edu/oie/employment.html)
Other Characteristics

*Inappropriate – Don’t Ask*

- **Personal Finances**
  - Inquiries regarding credit record, owning a home or garnishments

- **Political Affiliation**
  - Inquiries about membership in a political party

- **Organizations**
  - Inquiries about professional organizations suggesting race, sex, religion, national origin, disability or sexual orientation

- **Race**
  - Comments about complexion, color of skin, height, weight or sexual orientation

- **Religion**
  - Questions about religious preferences, affiliation, denominations.

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