

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>

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.

Source: <http://www.hr.umich.edu/oie/employment.html>

Verification of Compliance