Appropriate and Inappropriate Questions During Interactions with Candidates

SUBJECT	APPROPRIATE	INAPPROPRIATE
ADDRESS	How long have you lived "in this area?"	List of previous addresses. How long have you lived at specific address?
AGE	None.	Questions about age or questions that would reveal age. Requests for birth certificate.
ARREST RECORD	None.	Questions about pending charges for jobs other than those mentioned.
BIRTHPLACE	None.	Birthplace of candidate or candidate's parents, spouse/partner, or other close relatives.
CITIZENSHIP	May ask questions about legal authorization to work in the specific position if all candidates are asked.	May not ask if person is a U.S. citizen.
CONVICTIONS	Colorado State University conducts background checks of finalists. Questions about convictions should not be asked.	Questions about convictions unless the information bears on job performance. Questions that would reveal arrests without convictions.
DISABILITY	May ask about candidate's ability to perform job-related functions.	Questions (or series of questions) that is likely to solicit information about a disability.
EDUCATION	Inquiries about degree or equivalent experience.	Questions about education that are not related to job performance.
FAMILY	None.	Number and ages of children. Child bearing/rearing queries.
MARITAL OR FAMILY STATUS	Whether candidate can meet work schedule or job requirements. Should be asked of both sexes.	Any inquiry about marital status, children, pregnancy, or child-care plans.
MILITARY	May ask if a candidate has served in the Armed Forces of the United States or in a State Militia.	May not ask about military service in the armed forces of any country except the U.S., nor may you inquire into one's type of discharge.
NATIONAL ORIGIN	May ask questions about legal authorization to work in the specific position if all candidates are asked.	May not ask if person is a U.S. citizen, has a green card or a visa.
ORGANIZATIONS	Inquiries about professional organizations related to the position.	Inquiries about professional organizations suggesting race, age, creed, color, religion, national origin or ancestry, sex, disability, veteran status, sexual orientation, gender identity or expression, or pregnancy.
PERSONAL FINANCES	None.	Inquiries regarding credit record, owning a home, or garnishment record.
POLITICAL AFFILIATION	None.	Inquiries about membership with a political party.
RACE, COLOR, OR SEXUAL ORIENTATION	None.	Comments about complexion, color of skin, height, weight, sexual orientation or gender identity or expression.
RELIGION	Describe the work schedule and ask whether candidate can work that schedule. Also, suggest that accommodations to schedule are possible.	Inquiries about religious preferences, affiliation, denominations or religious holidays observed.
WORK EXPERIENCE	Candidate's previous employment experience.	Stereotypical inquiries regarding protected group members.