

Interviews

Remember that during the interview process the candidate is also evaluating the search committee and the college, as well as being evaluated. Devise questions based on the job-related criteria by which the candidate will be evaluated. The same questions will be asked of all candidates, enabling comparative evaluation to be made.

Avoid illegal and discriminatory questions (**see chart below**). Each candidate should be given the same access to information about the department, campus and experience the same introduction and interview process.

Treat female and minority applicants/candidates as scholars, researchers, and professionals not as *female or minority* scholars, researchers and professionals. Provide information to all candidates about the process, your schedule for filling the position, and when they can expect to hear from you again.

General Interview Guidelines

Interview questions assist in determining a candidate's qualifications for a position and should be based on the position description, required qualifications and preferred qualifications. All candidates should be asked the same initial questions, with follow-up questions as needed to clarify the applicant's experience or qualifications as related to the initial question.

Use the position description/recruitment ad as a guide throughout the entire recruitment process.

It is unlawful to ask questions related to age, race, color, religion, national origin, citizenship, disabilities, sex, marital status or sexual orientation.

Do not inquire about marital status, economic status, medical condition, military service, parenthood or childcare arrangements.

While it is important to help make the candidate feel comfortable, avoid even casual conversation that touches on inappropriate topics or inquiries that are illegal in an interview context. Such discussions could be misinterpreted by the candidate. This includes discussions that occur in social settings during the interviewing process.

All time spent with a candidate is considered part of the interview process, including social functions and meals. Anyone who meets with the candidate in a social context should avoid extended casual conversation that touches on inappropriate topics or inquiries that are illegal in an interview context. Such discussions could be misinterpreted by the candidate, at the time, or subsequently.

Examples of Interview Questions to Avoid

Subject	Do Not Ask	Applicable Law
National origin, race, color, ethnicity, religion, national origin, citizenship, sex, sexual orientation	Are you a US citizen? Where were you born? What is your maiden name? What is your mother's/father's name? What Church do you attend? What is your religion? What is your race or ethnic origin? What is your native language?	Civil Rights Act, Title VII, (prohibits employment discrimination based on race, color, religion, sex or national origin.) You may ask about legal authorization to work in the specific position, if all applicants are asked.
Age	What is your date of birth? How old are you? When did you graduate? (Note: In the Academic setting, establishing degree attainment is a requirement for certain positions. In that context this questions is allowable, but not in the context of Age Discrimination.)	Age Discrimination in Employment Act
Disability	Do you have a disability? Have you ever been treated for an illness? Why are you in a wheelchair?	Americans with Disabilities Act
Marital/Family Status	Are you married? Do you have any children? What kind of child care arrangements do you have/need?	Civil Rights Act, Title VII Pregnancy Discrimination Act