



INTERVIEW GUIDELINES

Bringing awareness to questions or statements that could be misinterpreted and/or violate the law

This helpful guide was created with the intention of providing you assistance in structuring candidate interviews by making you are aware of questions or statements that could be open to misinterpretation and/or violate the law.

Inquiries need to be job-related and targeted to obtain comprehensive information from candidates to establish their qualifications for the position for which they are being considered. With attention paid to how a question is posed, interviewers are still typically able to obtain the information they desire such as:

- Understanding a candidate's interest in a position
- Gaining a better sense of how the candidate will fit in with the Institute's research mission and colleagues
- Evaluating the candidate's ability to be successful both in the open position and at the Institute.

Below is a list of topics that may arise in the course of an interview with suggested questions/statements, and inquiries you are cautioned to avoid.

If you believe that a strong candidate may need additional support to sway the candidate's decision about a position but recognize that asking directly for that information (e.g. assistance with spousal/partner job search, relocation assistance, housing loans, school districts for children, timing of relocation, etc.) could be problematic, you may find the following questions helpful:

- What factors are most important to you in your current search for a lab/administrative position?
- Are there any additional factors that would increase the likelihood that you would accept a position at Salk should an offer be extended?



Okay To Ask or State	Subject	NOT Okay to Ask or Request
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Statement that the applicant is subject to verification determining that the individual meets legal age requirements. 	<p>Age</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> How old are you? What is your birth date? Questions that tend to identify applicants over the age of 40 including dates of attendance and/or completion of any school that has a typical age associated with it (e.g., high school).
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> When you begin your employment, can you submit verification of your legal right to work in the United States? Statement that such proof may be required after a decision is made to hire a candidate. 	<p>Birthplace, Citizenship</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Where were you born? Your parents? Are you a U.S. citizen? Questions of applicant, applicant's parents, spouse, or other relatives about citizenship and/or requirements that applicant produce naturalization or permanent resident alien card.
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Language applicant reads, speaks, or writes, <i>IF</i> use of a language other than English is relevant to the job for which applicant is applying. 	<p>National Origin</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> What is your first language? How did you learn to speak it? Where were you born? Did you just arrive in the United States? List all organizations, clubs societies, to which you belong. Questions pertaining to nationality, lineage, ancestry, national origin, descent or parentage of applicant, applicant's spouse, parent or relative.
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Nothing can be asked from this category 	<p>Race, Color</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Questions regarding applicant's race, color, skin complexion, eye or hair color. Questions regarding applicant's complexion, color of eyes.
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Statements of Institute policy regarding work assignment (could include schedule). Statement surrounding reporting relationships of employees who are related. Name and address of parent or guardian if applicant is a minor 	<p>Sex, Marital Status Family, or Family Responsibilities</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> What is your maiden name? What does your spouse do? How many children do you have and how old are they? Are you pregnant? Do you plan to have children? When? Do you have childcare arranged? Names/address of relatives, spouse, or children of adult applicant (questions target with whom applicant lives and potential responsibility). Will you mind reporting to an employee who is older or younger than you (or any other reference to a protected category of the employee to whom the candidate would report)? Questions to indicate applicant's sex, marital status, number/ages of children or dependents.

Okay To Ask or State	Subject	NOT Okay to Ask or Request
You Can Say/Ask: <ul style="list-style-type: none"> Nothing can be asked from this category 	Gender, Gender Identity or Expression, Sexual Orientation	You CANNOT Say/Ask: <ul style="list-style-type: none"> What is your sexual orientation? What is/are your preferred pronouns/name? Do you wish to be addressed as Mr., Mrs., Miss, or Ms.?
You Can Say/Ask: <ul style="list-style-type: none"> Statement that photograph may be required after employment. Statement that videotaping scientific lectures is a required part of the interview process. 	Physical Description, Photograph	You CANNOT Say/Ask: <ul style="list-style-type: none"> How tall are you? What is your weight? Requesting that an applicant include a photograph with his/her application prior to employment.
You Can Say/Ask: <ul style="list-style-type: none"> Statement about regular days, hours, or schedule to be worked. (e.g.,: "The core work hours for this position are (TIME TO TIME), are you able to work this schedule?") 	Religion	You CANNOT Say/Ask: <ul style="list-style-type: none"> What religion are you? What religious holidays do you observe? Do you have any special needs with regard to attire? To what religious organizations do you belong? Are you an active member? Requesting that an applicant include a photograph with his/her application prior to employment.
You Can Say/Ask: <ul style="list-style-type: none"> List specific task/tasks required in the job. Ask if the person can perform them. Statement that employment offer may be made contingent upon passing a job related mental/physical examination. 	Physical or Mental Disability, Mental Condition, or Genetic Information	You CANNOT Say/Ask: <ul style="list-style-type: none"> Do you have any mental, psychological, or physical disabilities? Have you ever filed a workers' compensation claim? Have you ever been injured on the job? Any questions regarding applicant's or their family's general medical condition, state of health, illnesses, or any medications they are taking/have taken. Any inquiry into the applicant's general health, medical condition, or mental/physical disability. Requiring a psychological/medical examination of any applicant.
You Can Say/Ask: <ul style="list-style-type: none"> Job-related questions about convictions, except those convictions that have been sealed, expunged, or statutorily eradicated. 	Arrests / Criminal Records	You CANNOT Say/Ask: <ul style="list-style-type: none"> Have you ever been arrested? Questions about convictions (that have NOT been sealed, expunged, or statutorily eradicated) that are not job-related.
You Can Say/Ask: <ul style="list-style-type: none"> Questions regarding skills acquired during applicant's U.S. military service that are relevant to the open position. 	Military Service	You CANNOT Say/Ask: <ul style="list-style-type: none"> What type of discharge did you receive? General questions regarding military service such as dates/type of discharge Questions regarding service in a foreign military.

Okay To Ask or State	Subject	NOT Okay to Ask or Request
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> How did you hear about this position? Please provide names of persons willing to provide professional and/or character references for you. 	<p>Previous Employment</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Questions about applicant's former employers or acquaintances that elicit information specifying the applicant's race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, age, or sex, sexual orientation, etc.
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> What are your salary expectations for this position? 	<p>Compensation</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> What is your current salary and/or salary history?
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Name and address of person to be notified in case of accident or emergency. 	<p>Emergency Contact</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Name, address, and relationship of relative to be notified in case of accident or emergency.
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Place of residence. 	<p>Residence</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Do you own or rent your home?
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Statement by employer of regular days, hours, or schedule to be worked. 	<p>Other, or Transportation</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Do you own a car?
<p>You Can Say/Ask:</p> <ul style="list-style-type: none"> Name of persons willing to provide professional and/or character references for applicant. 	<p>References</p>	<p>You CANNOT Say/Ask:</p> <ul style="list-style-type: none"> Questions of applicant's former employers or acquaintances which elicit information specifying applicant's race, etc.

Table Sources:

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