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 a specific address?
AGE	None.	Questions about age or questions that would reveal age. Requests for birth certificate.
ARREST RECORD	None.	Questions about pending charges.
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 has a green card or a visa.
CONVICTIONS	Colorado State University conducts background checks of finalists.	Questions about convictions should not be asked. Questions about convictions. Questions that would reveal arrests without convictions.
DISABILITY	May ask about candidate's ability to perform essential job-related functions.	Questions (or series of questions) that are likely to solicit information about a disability or a medical condition.
EDUCATION	Inquiries about degree or equivalent experience.	Questions about education that are not related to job performance.
FAMILY	None.	Number and ages of children. Childbearing/rearing queries.
MARITAL OR FAMILY STATUS	Whether the candidate can meet work schedule or job requirements. Should be asked of all individuals.	Any inquiry about marital or partner 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/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, SEXUAL ORIENTATION OR GENDER IDENTITY	None.	Comments about complexion, color of skin, hair, height, weight, sexual orientation, or gender identity/ expression.
RELIGION	Describe the work schedule and ask whether the candidate can work that schedule. Also, suggest that accommodations to the schedule are possible.	Inquiries about religious preferences, affiliation, denominations, or religious holidays observed.
WORK EXPERIENCE	Candidate's previous employment experience	Stereotypical inquiries regarding protected identity membership