

## GUIDE TO APPROPRIATE PRE-EMPLOYMENT INQUIRIES

When interviewing applicants all applicants are treated equally. The Search Committee should draft core questions prior to the phone/video interview and campus interview phases. The questions must relate to the position based upon the position announcement. **Phone/Zoom and Campus Questionnaires require approval of the Associate Vice President of Faculty Affairs and Development.**

There are two **mandatory questions** that all committees must include for the **campus interview**:

1. How might you contribute to the University's mission to create and sustain diverse perspectives and an inclusive environment?
2. What is your experience teaching diverse students, and how would your teaching philosophy help diverse students succeed in your classroom?

### Appropriate Questions

#### **Questions You MAY Ask:**

1. Reasons for termination of previous employment.
2. References.
3. Work schedules.
4. Previous work experience
5. Job-related feeling about previous assignments or present position.
6. Career interests.
7. Job duties or job training.
8. Qualifications for the duties related to the job.
9. Any other information on the application related to the position.
10. You may ask if the applicant has any commitments that would preclude the applicant from satisfying job schedules or performing job-related travel. If such questions are asked, they must be asked of both sexes.

**Questions You May NOT Ask:**

1. Questions of one sex and not of the other.
2. Questions about race, color, place of birth, national and family origin, religion, sex, sexual orientation, age, or ancestry.
3. Questions about past, present or future marital status, pregnancy, plans for a family or child care issues.
4. Questions about weight and height, unless this information is job related.
5. Questions about applicant's state of health.
6. Questions about disabilities, and the time needed for treatment of the disabilities, unless this information is necessary to determine the applicant's ability to perform an essential job function without significant hazard.
7. Questions about a foreign address that would indicate national origin. You may ask about the location and length of time of and applicant's current residence.
8. Questions about an applicant's native-born or naturalized status. You may ask if the candidate is eligible to work indefinitely in the U.S. if the question is asked of all candidates.
9. Questions about an applicant's native tongue or how foreign language ability can be acquired. You may ask about foreign language skills if the position required such ability.
10. Questions about an applicant's willingness to work on religious holidays. You may ask about willingness to work a required schedule.
11. Questions about loans or financial obligations or about wage attachments or personal bankruptcies.
12. Questions about an applicant's arrest record or about legal convictions unless relevant to the job.