

**PEPPERDINE UNIVERSITY
OFFICE OF EQUAL OPPORTUNITY**

APPROPRIATE VS. INAPPROPRIATE INTERVIEW QUESTIONS

INQUIRY AREA	INAPPROPRIATE QUESTIONS	APPROPRIATE QUESTIONS
National Origin/Citizenship	<p><i>Are you a US citizen?</i></p> <p><i>Where were you/your parents born?</i></p> <p><i>What is your "native tongue?"</i></p>	<p><i>Are you authorized to work in the US?</i></p> <p><i>What language do you read/ speak/ write fluently?</i> (This question is okay only if this ability is relevant to the performance of the job.)</p>
Age	<p><i>How old are you?</i></p> <p><i>When did you graduate?</i></p> <p><i>What's your birth date?</i></p>	<p><i>Are you over the age of 18?</i></p>
Marital/Family Status	<p><i>What is your marital status?</i></p> <p><i>With whom do you live?</i></p> <p><i>Do you plan to have a family? When?</i></p> <p><i>How many kids do you have?</i></p> <p><i>What are your child-care arrangements?</i></p>	<p><i>Would you be willing to relocate if necessary?</i></p> <p><i>Would you be able and willing to work overtime as necessary?</i></p> <p><i>Would you be able and willing to travel as needed for the job?</i> (These questions are okay assuming they are asked of all applicants on the job.)</p>
Affiliations	<p><i>What clubs or social organizations do you belong to?</i></p>	<p><i>List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.</i></p>
Personal	<p><i>How tall are you? How much do you weigh?</i> (Questions about height and weight are not acceptable unless minimum standards are essential for safe performance of the job.)</p>	<p><i>Are you able to lift a 50 -pound weight and carry it 100 yards, as this is part of the job?</i></p>
Disabilities	<p><i>Do you have any disabilities?</i></p> <p><i>Please complete the following medical history.</i></p> <p><i>Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred.</i></p> <p><i>When did you lose your eyesight? How?</i></p> <p><i>How's your family's health?</i></p>	<p><i>Are you able to perform all the essential functions of the job?</i> (This question is okay if the interviewer has thoroughly described the job.)</p> <p><i>Can you demonstrate how you would perform the following job-related functions?</i></p>

Source: National Association of College and Employers (Job Choices 2006)