

What NOT To Ask When Interviewing Candidates

**Following are illegal inquiries listed by category.
We have also provided questions that are acceptable in a few of these categories.**

Age

- **DO NOT** ask an applicant's age or date of birth.
- **DO NOT** request a birth certificate prior to hiring.

Birthplace

- **DO NOT** ask birthplace of applicant or that of his/her parents, spouse or other close relatives.
- **DO NOT** require an applicant to submit birth certificate, naturalization or baptismal record.

Citizenship

- **DO NOT** require proof of citizenship before hiring.
- **DO NOT** inquire whether parents and/or spouse is native born or naturalized citizens of the United States.
- **DO NOT** ask country or date of citizenship

You May Ask:

- ★ Are you legally authorized to work in the United States? (yes or no)
- ★ Will you now or in the future require sponsorship for employment visa status?

Disability/Handicap

- **DO NOT** make inquires regarding an individual's physical or mental condition which are not directly related to the requirements of a specific job. This is illegal and inappropriate.

You May Ask:

- ★ After describing the essential duties of the position, you may and should ask candidates if they are able to perform the position as described.

Gender

- **DO NOT** make any inquiry regarding gender.

Height and Weight

- **DO NOT** make any inquiry regarding applicant's height or weight.

Marital Status/Parental Status

- **DO NOT** require or ask an applicant to provide any information regarding marital status or children.

Name

- **DO NOT** ask applicant's maiden name or any previous name he/she has used.
- **DO NOT** ask if a woman is Mrs., Miss or Ms.

National Origin

- **DO NOT** inquire into applicant's lineage, ancestry, national origin, descent, parentage or nationality.
- **DO NOT** inquire about the nationality of an applicant's parents or spouse.
- **DO NOT** ask how foreign language ability was acquired.

Organizations

- **DO NOT** request a listing of clubs, societies and lodges to which applicant belongs or has belonged.

Photograph

- **DO NOT** require a photograph prior to hire.
- **DO NOT** take pictures of applicants during interviews.

Race/Color

- **DO NOT** make any inquiry that would indicate race and/or color of skin.

Religion

- **DO NOT** inquire into an applicant's religious denomination, religious affiliations, customs, church, parish, pastor, or religious holidays observed.

A "Pre-Employment Inquiry Guide" brochure from the Michigan Department of Civil Rights is available in the Employment and Compensation Services (ECS) office. This brochure explains lawful and unlawful inquiries during the interview process. If you have any questions regarding the interview process, please contact ECS at (989) 964-4112.