

## TABLE OF APPROPRIATE AND INAPPROPRIATE QUESTIONS OF APPLICANTS DURING THE INTERVIEW PROCESS

SUBJECT	APPROPRIATE	INAPPROPRIATE
ADDRESS	How long have you lived "in this area?"	List of previous addresses, how long have you lived at specific address.
AGE	None.	Questions about age or questions that would reveal age. Requests for birth certificate.
ARREST RECORD	Indiana law permits questions on pending charges if related to job, i.e., security or sensitive jobs.	Questions about pending charges for jobs other than those mentioned.
BIRTHPLACE	None.	Birthplace of applicant or applicant's parent(s), spouse or other close relative(s).
CITIZENSHIP	May ask questions about legal authorization to work in the specific position if all applicants are asked.	May not ask if person is a U.S. citizen.
CONVICTIONS	May ask if any record of criminal convictions and/or offenses exist, if all applicants are asked.	Questions about convictions unless the information bears on job performance. Questions that would reveal arrests without convictions.
DISABILITY	May ask about applicant's ability to do job-related functions.	Question (or series of questions) that is likely to solicit information about a disability.
EDUCATION	Inquiries about degree or equivalent experience.	Questions about education that are not related to job performance.
FAMILY	None.	Number and ages of children, child bearing/rearing queries.
MARITAL OR FAMILY STATUS	Whether applicant can meet work schedule or job requirements. Should be asked of both sexes.	Any inquiry about marital status, children, pregnancy, or child
MILITARY	You may ask if a candidate has served in the Armed Forces of the United States or in a State Militia.	You 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 all applicants if legally authorized to work in this specific position.	May not ask if person is a U.S. Citizen.
ORGANIZATIONS	Inquiries about professional organizations related to the position.	Inquiries about professional organizations suggesting race, sex, religion, national origin, disability, or sexual orientation.
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, OR SEXUAL ORIENTATION	None.	Comments about complexion, color of skin, height, weight, or sexual orientation.
RELIGION	Describe the work schedule and ask whether applicant can work that schedule. Also, suggest that accommodations to schedule are possible.	Inquiries or religious preferences, affiliation, or denominations or religious holidays observed.
WORK EXPERIENCE	Applicant's previous employment experience.	Stereotypical inquiries regarding protected group members.