

### Guidelines on Employment Interview Questions

Topic	Unacceptable	Acceptable
Reliability/ Attendance	<ul style="list-style-type: none"> <li>▪ Do you have any children? How many?</li> <li>▪ Are you pregnant?</li> <li>▪ Are you married?</li> </ul>	<ul style="list-style-type: none"> <li>▪ What hours and days can you work?</li> <li>▪ Are there specific times that you cannot work?</li> <li>▪ Do you have responsibilities other than work that will interfere with a specific job requirement such as traveling?</li> </ul>
Citizenship/ National Origin	<ul style="list-style-type: none"> <li>▪ What is your national origin?</li> <li>▪ Where are your parents from?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Are you legally eligible for employment in the United States?</li> <li>▪ Same as above</li> </ul>
For Reference Checking	<ul style="list-style-type: none"> <li>▪ What is your maiden name?</li> <li>▪ What is your father's surname?</li> <li>▪ What are the names of your relatives?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have you ever worked under a different name?</li> <li>▪ None</li> <li>▪ None, unless employees of MSC</li> </ul>
Arrests and convictions	<ul style="list-style-type: none"> <li>▪ Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have you ever been convicted of a crime? If so when and what was the disposition of the case?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>▪ Do you have any physical or mental disabilities?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can you perform the duties of the job you are applying for?</li> </ul>
Date of Birth	<ul style="list-style-type: none"> <li>▪ When where you born?</li> </ul>	<ul style="list-style-type: none"> <li>▪ If hired, can you furnish proof that you are over age 18?</li> </ul>
Personal finances	<ul style="list-style-type: none"> <li>▪ Do you own your home?</li> <li>▪ Have you ever declared bankruptcy</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> <li>▪ None</li> </ul>
Organization Membership	<ul style="list-style-type: none"> <li>▪ Are you a member of any social clubs, societies or lodges?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inquiry into applicant's membership in organizations which are considered relevant to his or her ability to perform the job.</li> </ul>
Military Record	<ul style="list-style-type: none"> <li>▪ What type of discharge did you receive?</li> </ul>	<ul style="list-style-type: none"> <li>▪ What type of education, training, work experience did you receive while in the military?</li> </ul>
Language	<ul style="list-style-type: none"> <li>▪ What is your native language? Inquiries into use of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inquiry into languages applicant speaks and writes fluently only if the job</li> </ul>

	how applicant acquired ability to read, writes, or speak a foreign language.	requires the ability to converse in an additional language.
Race or Color	<ul style="list-style-type: none"> <li>▪ Comments or inquiries regarding the Applicant's complexion or color of skin</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
Worker's Compensation	<ul style="list-style-type: none"> <li>▪ Have you ever filed a worker's compensation claim?</li> <li>▪ Have you had any prior work related injuries?</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> <li>▪ None</li> </ul>
Marital Status	<ul style="list-style-type: none"> <li>▪ Do you wish to be addressed as Mrs.? Miss? Or Ms.?</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>
Address	<ul style="list-style-type: none"> <li>▪ How long have you lived at your current address?</li> <li>▪ Do you own or rent your home?</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> <li>▪ None</li> </ul>
Education	<ul style="list-style-type: none"> <li>▪ When did you graduate from high school or college?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do you have school/GED or college degree (if having such degree is part of the job's requirements)?</li> </ul>
Personal	<ul style="list-style-type: none"> <li>▪ How tall are you?</li> <li>▪ How much do you weigh?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only permissible if related to a bona fide occupational qualification</li> </ul>