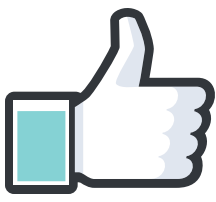


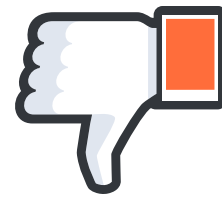
# Employment Interviewing Federal Guidelines

## What You CAN and CANNOT Ask



### YOU CAN

- ✓ Ask about previous employment including job performance
- ✓ Ask whether the individual can meet the work schedule & attendance requirements
- ✓ Ask for date of birth and proof of age
- ✓ Ask about training and experience in the U.S. military
- ✓ Ask how long the applicant plans to stay on the job or about any expected absences
- ✓ Ask for names of job references
- ✓ Ask about height or weight *if it is a job requirement*
- ✓ Ask whether the individual can be cleared to work lawfully in this country and can provide proof of this after hiring
- ✓ Request address where the individual can be contacted



### You CANNOT

- ✗ Ask about marital status, race, ethnicity, religion, or sexual orientation
- ✗ Ask about the individual's partner, the partner's employment, or child care arrangements
- ✗ Show preference for younger people in hiring
- ✗ Ask about reasons for military discharge or request copies of discharge papers
- ✗ Ask direct questions about previous or possible future pregnancies
- ✗ Ask about the origin of a name or anything about a name that would reveal its owner's marital status
- ✗ Ask about height or weight if there is no job requirement
- ✗ Request a photograph before hiring
- ✗ Ask with whom the individual is living or whether the individual owns or rents his or her home