

Checklist for Assessing Interview Protocol

| Unlawful Areas of Inquiry | Yes | No |
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| <ul style="list-style-type: none"> ■ Complexion or color of skin. ■ Anything about applicant's religious beliefs, affiliation, church/parish/synagogue, pastor, or religious holidays observed. ■ Applicant's gender, marital status, name or other information of spouse, or ages of children, if any. ■ Whether applicant has a disability or has been treated for any of certain diseases. ■ However, you may ask whether the applicant has any physical impairment that would affect the ability to perform the job for which the applicant has applied. ■ Whether the applicant has ever been arrested. You may ask if the applicant has been convicted of a crime. ■ Any previous name that the applicant has used. You may ask whether he or she worked for your organization under a different name (e.g., maiden name). ■ Birthplace or birthplace of applicant's spouse, birth date or certificate of naturalization papers, and so on. May ask if the applicant is a U.S. citizen, intends to become one, or has a legal right to work in the United States. ■ Applicant's photograph before hiring. ■ The applicant's native language. You may ask which languages the applicant speaks and writes. ■ Questions or information about the applicant's relatives. Prior to employment, you may not even ask the name of a person to contact in case of emergency. ■ Clubs, societies, and lodges to which the applicant belongs. You may ask the applicant whether he or she is a member of any organizations believed to be pertinent to the job. | | |