

Interview Questions to Avoid Asking Infographic



Some interview questions should be avoided to prevent a lawsuit. Know those questions before you meet your first candidate.

How to Avoid Asking Illegal or Inappropriate Interview Questions

Some interview questions are obviously discriminatory and avoided by all employers. Other questions are more subtle. Learn what questions to recognize and avoid.

This infographic is based on the Society for Human Resources Management (SHRM) guidelines.

Birthplace, Ethnicity, or Religion



Avoid questions regarding a candidate's birthplace, religious, or ethnicity.

DO ASK:

1. Are you eligible to work in the United States or would you need an employer to sponsor a work visa?
2. What languages are you fluent in?
3. Can you work the days required on the schedule?

DONT ASK:

1. What country are you from? Where were you born?
2. What is your native language?
3. What religion do you practice?

Marital Status, Children, or Sexual Preference



Marital status, children, or sexual preference should not be a concern when hiring.

DO ASK:

1. Are you available to work overtime on occasion?
2. What are your long term career goals?
3. Are any of your references or qualifications under a different name?

DONT ASK:

1. Do you have or plan to have children?
2. Is this your maiden name?
3. If you go on maternity leave, do you plan on returning to work?

Gender or Age



Ask questions regarding whether the candidate can handle the role but avoid gender or age questions.

DO ASK:

1. What can you bring to this role?
2. Are you over the age of 18?
3. Do you have a degree or other qualification related to this role?

DONT ASK:

1. We have always had a man/woman perform this role. Do you think you could do it?
2. How much longer do you plan to work before you retire?
3. When did you graduate?

Location and Lifestyle Choices



What an employee does outside of work should have no bearing on whether they are suitable for the job.

DO ASK:

1. Are you able to be at this job by 9 AM?
2. Are you a member of any professional group that is relevant to this role?
3. Do you have any upcoming commitments that will make you miss work?

DONT ASK:

1. Where do you live?
2. Are you a member of any club or organization?