

COMMON QUESTIONS YOU CAN/CANNOT ASK

<i>Subject</i>	OK Questions	Forbidden Questions
<i>Age</i>	May ask whether at least 18 years of age.	Inquiry that suggests preference for younger person
<i>Citizenship</i>	Whether can be employed at time of appointment with valid citizenship/visa status	Whether candidate is a citizen (cannot request materials before employment)
<i>Disability</i>	Whether candidate can perform the essential functions of the position, with or without reasonable accommodation	Inquiry about nature, severity or extent of disability or whether applicant requires reasonable accommodation, any inquiry not job-related or consistent with business necessity
<i>Family</i>	Whether candidate can meet specified work schedules or has activities, commitments or responsibilities that may prevent meeting work attendance requirements	Inquiry concerning spouse, spouse's employment or salary, children, childcare arrangements, or dependents
<i>Marital Status</i>	None	Any inquiry about the candidate's marital status
<i>National Origin</i>	Inquiry into ability to read/write/speak foreign language if job requirement	Any other inquiry
<i>Pregnancy/Medical Issue</i>	None	Any inquiry related to pregnancy, medical history, and related matters
<i>Race or Ethnicity</i>	None	Any inquiry concerning race or ethnicity
<i>Relatives</i>	Names of relatives currently employed at University	Any other inquiry about marital status, or spouse's occupation
<i>Religion or Creed</i>	None	Any inquiry in this area
<i>Sex</i>	None	Any inquiry concerning gender
<i>Sexual Orientation</i>	None	Any inquiry regarding sexual orientation