

# General Interviewing Cautions

- Do not ask discriminatory questions
- Do not ask personal questions
- Do not allow false notions to influence your decision



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## I. Speaker's Notes:

- Do not ask discriminatory questions. Any questions regarding race, religion, age, ethnic group, national origin or ancestry, political beliefs or affiliations, or disability may be discriminatory.
- Also be careful not to ask any questions that could be construed as implying such discrimination. For example, questioning an applicant about the origin of an unusual surname could be misconstrued. Therefore, it is best to avoid such questions.
- Do not ask personal questions. Be especially wary of this during the first few moments of the interview when you and the applicant are establishing rapport.
- Do not allow false notions to influence your decision. Neat grooming is not an assurance of an efficient job performance. Additionally, age is not necessarily related to maturity in attitude or ability. Likewise, a firm handshake does not guarantee strong character. Having hiring standards that are not job related will make your interview invalid.
- Furthermore, if these standards automatically screen out applicants whose speech, dress, hair length, social status, or personal lifestyle differs from yours or your co-workers, you could be in jeopardy of being hit with a discrimination suit.