

### Guide to Questions Related to Protected Class Status Information

Area of Inquiry	Acceptable	Not Acceptable
<i>Name</i>	Whether the applicant has worked under another name	Inquiries about the name that would elicit information about the candidate's ancestry, decent, and/or marriage
<i>Age</i>	Whether or not the candidate meets the minimum legal working age as required by law, e.g., "Are you at least 18 years old?"	Inquires which ask the age or date of birth of the candidate, e.g., "How old are you?" / "What is your date of birth?"
<i>Conviction and/or Arrest Record</i>	Avoid all questions in this area unless you have consulted with Human Resources	Inquiry related to arrests, e.g., "Have you ever been arrested?"
<i>Disability/Health</i>	<p>If the candidate can complete the essential functions of the position: "Are you capable of performing the essential functions of this position in a safe manner?"</p> <p>(This question should only be asked after the interviewer has thoroughly described the position and only if the question is asked of all the candidates.)</p>	<p>Asking the candidate if they have a disability and/or general questions about their health, such as:</p> <ol style="list-style-type: none"> <li>1. Have you ever received worker's compensation?</li> <li>2. Do you have any prior work injuries?</li> <li>3. Are you taking any prescription drugs?</li> <li>4. When was the last time you were in the hospital?</li> <li>5. How many sick days did you take last year?</li> </ol>
<i>Marital Status/Family</i>	Whether or not the applicant can meet specific work schedules. "This job requires overtime occasionally; would you be able and willing to work overtime as necessary?"	To ask about marital status, number and age of children, child care arrangements, and/or, the candidate's plans to have more children.
<i>Military Service</i>	To ask about services performed as a member of the U.S. military, education, training, and any job related duties and responsibilities	To ask a candidate about his/her discharge or to ask about services performed in the military of a country other than the U.S.
<i>Race/National Origin</i>	You may ask if the candidate is legally employable within the U.S.	<p>To inquire directly or indirectly about the candidate's race and/or national origin:</p> <ol style="list-style-type: none"> <li>1. Are you a U.S. citizen?</li> <li>2. What is your national origin?</li> <li>3. Where are your parents from?</li> <li>4. Tell me about the clubs (non-professional organizations) that you are a member of?</li> </ol>
<i>Religion</i>	None	To ask a candidate about their religious denomination or religious affiliations (church, parish, pastor, or religious holidays observed)
<i>Sex</i>	None	Employment cannot be restricted just because a job has been traditionally labelled "men's work" or "women's work". Sex cannot be used as a factor for determining a candidate's suitability for a particular job.
<i>Sexual Orientation</i>	None	Any question which would elicit the candidate's sexual orientation would be unacceptable.