

## General Personnel

### Administrative Procedure - Job Interviews

The anti-discrimination laws affect all steps of the employee hiring process. Knowledge of the characteristics on which these laws prohibit inquiry is especially critical when conducting interviews. Sloppy interview practices can result in the appearance of illegal discrimination or even actual discrimination.

Interviewers should avoid seeking information that will not be used to make an employment decision. Assume that a rejected applicant may believe that all information acquired was used. It will be the District's burden to explain that not all information elicited was used – a very difficult burden when the information involves race, sex, religion, age, disability, etc. Information needed for insurance, tax, social security, or similar purposes should be obtained after employment.

<b>Protected Status</b>	<b>Do not ask</b>	<b>Permissible to ask</b>
Race and Color	What race are your parents?	
Alienage, Ancestry, National Origin, Nationality, and Citizen Status	In what country were you born? In what country were your parents born?	Are you legally authorized to work in the United States?
Marital Status	Are you married? Single? Divorced? Engaged?  Are you living with someone?  Would your spouse move with you if you got this position?	
Sex, Including Parent and Pregnancy Status	What are your future family plans? Are you pregnant?  Do you have children? What are their ages?  Do you have child care?	
Religion or Creed	What religious holidays do you celebrate?	
Age	When do you plan to retire?	
Unfavorable discharge from military service	Under what circumstances were you discharged from the service?	
Arrest Record	Have you ever been arrested?  Spent time in jail?	
Financial Status and Housing	Have you ever filed bankruptcy?  Do you own your home?	
Use of lawful products	Do you smoke or use tobacco products	

<b>Protected Status</b>	<b>Do not ask</b>	<b>Permissible to ask</b>
during non-working hours	during non-working hours? Do you consume alcoholic beverages during non-working hours?	
Whether applicant has ever filed a claim or received benefits under the Illinois Workers' Compensation Act or Workers' Occupational Diseases Act	Have you ever filed a claim or received benefits under the Illinois Worker's Compensation Act or Workers' Occupational Disease Act?	

Disability

Inquiries that are likely to elicit information about a disability, before a bona fide job offer is made, are prohibited. Inquiries about the ability to perform job functions that do not ask about disabilities are permissible.

<b>Protected Status</b>	<b>Do not ask</b>	<b>Permissible to ask, provided all applicants are asked</b>
Disability	Do you have AIDS? Do you have asthma? Do you have a disability which would interfere with your ability to perform the job? How many days were you sick last year? Have you ever filed for Workers' Compensation? Have you ever been injured on the job? How much alcohol do you drink each week? Have you ever been treated for alcohol problems? Have you ever been treated for mental health problems? What prescription drugs are you currently taking?	Can you perform the functions of this job (essential and/or marginal), with or without reasonable accommodation?  Please describe/demonstrate how you would perform these functions (essential and/or marginal).  Have you ever been disciplined (oral or written reprimand, suspension or termination) for attendance violations or problems?  Are you a current user of illegal drugs?  Do you have the required licenses to perform this job?

DATED: October 10, 2007