

LEGAL VS ILLEGAL QUESTIONS

Top Illegal Questions with Alternatives

☐ Are you a U.S. Citizen?

✓ Instead: Are you authorized to work in the U.S.?

☐ Do you need off for Church on Sunday?

✓ Instead: Are there any days you may have conflicts with work?

☐ Do you have any disabilities? Have you had any illnesses or surgeries?

✓ Instead: Are you able to perform the essential functions of this job?

☐ Do you have kids? Do you have childcare?

✓ Instead: Our schedule is Monday through Friday with alternating half days on Saturday. Is there anything that would prevent you from being able to work a consistent schedule?

☐ When do you plan to retire?

✓ Instead: What are your long-term career goals?

☐ Is your spouse going to be okay with travel?

✓ Instead: Are you comfortable with our travel requirements, which can sometimes be short notice?

Illegal Questions with No Alternatives

Questions about family or relationships, such as:

☐ Are you married?

☐ Do you plan to have children within the next year?

Questions about race, religion or ethnicity, such as:

☐ Where were you born?

☐ What country are you originally from?

☐ What is your religion?

Questions about age, unless it is required to be 18 for the job, then you can ask if they are at least 18 years old. Avoid questions such as:

☐ When were you born? ☐ How old are you?