



TO ASK, OR NOT TO ASK?

What Interviewers Need to Know

How to Conduct Great Interviews:

- Ask open-ended questions
- Avoid probing questions
- Steer clear of illegal subjects

Ask About this:

- Skills
- Personal motivations
- Teamwork
- Communication
- Decision making
- Organization
- Integrity

Not this:

- Race
- Birthplace
- Age
- Religion
- Marital Status
- Children
- Disability

Avoid:

- Yes/No questions
- Obvious questions
- Leading questions
- Illegal questions
- Questions that are not related to the job

Hiring and Social Media:

- Ask HR to do the profile-checking later in the process
- Stay consistent
- Never ask for a password

The Right and Wrong Way

Wrong: Are you a U.S. citizen?

Right: Are you legally authorized to work in the U.S.?

Wrong: How long have you lived here?

Right: What's your current address?

Wrong: How old are you?

Right: Are you over the age of 18?

Wrong: Are you married or do you have a permanent partner?

Right: Do you have any restrictions on your ability to travel?

Wrong: How many children do you have?

Right: Do you have responsibilities that could prevent you from meeting specified work schedules?

Wrong: Do you have any disabilities?

Right: Are you able to perform the essential functions of this job with or without reasonable accommodations?

Want to learn more secrets to hiring success? Check out our free guide, *The Employer's Playbook for Avoiding Hiring Mistakes*.

