

Guidelines on Employment Interview Questions

Topic	Unacceptable	Acceptable
Reliability/ Attendance	<ul style="list-style-type: none"> ▪ Do you have any children? How many? ▪ Are you pregnant? ▪ Are you married? 	<ul style="list-style-type: none"> ▪ What hours and days can you work? ▪ Are there specific times that you cannot work? ▪ Do you have responsibilities other than work that will interfere with a specific job requirement such as traveling?
Citizenship/ National Origin	<ul style="list-style-type: none"> ▪ What is your national origin? ▪ Where are your parents from? 	<ul style="list-style-type: none"> ▪ Are you legally eligible for employment in the United States? ▪ Same as above
For Reference Checking	<ul style="list-style-type: none"> ▪ What is your maiden name? ▪ What is your father's surname? ▪ What are the names of your relatives? 	<ul style="list-style-type: none"> ▪ Have you ever worked under a different name? ▪ None ▪ None, unless employees of MSC
Arrests and convictions	<ul style="list-style-type: none"> ▪ Have you ever been arrested? 	<ul style="list-style-type: none"> ▪ Have you ever been convicted of a crime? If so when and what was the disposition of the case?
Disabilities	<ul style="list-style-type: none"> ▪ Do you have any physical or mental disabilities? 	<ul style="list-style-type: none"> ▪ Can you perform the duties of the job you are applying for?
Date of Birth	<ul style="list-style-type: none"> ▪ When where you born? 	<ul style="list-style-type: none"> ▪ If hired, can you furnish proof that you are over age 18?
Personal finances	<ul style="list-style-type: none"> ▪ Do you own your home? ▪ Have you ever declared bankruptcy 	<ul style="list-style-type: none"> ▪ None ▪ None
Organization Membership	<ul style="list-style-type: none"> ▪ Are you a member of any social clubs, societies or lodges? 	<ul style="list-style-type: none"> ▪ Inquiry into applicant's membership in organizations which are considered relevant to his or her ability to perform the job.
Military Record	<ul style="list-style-type: none"> ▪ What type of discharge did you receive? 	<ul style="list-style-type: none"> ▪ What type of education, training, work experience did you receive while in the military?
Language	<ul style="list-style-type: none"> ▪ What is your native language? Inquiries into use of 	<ul style="list-style-type: none"> ▪ Inquiry into languages applicant speaks and writes fluently only if the job

	how applicant acquired ability to read, writes, or speak a foreign language.	requires the ability to converse in an additional language.
Race or Color	<ul style="list-style-type: none"> ▪ Comments or inquiries regarding the Applicant's complexion or color of skin 	<ul style="list-style-type: none"> ▪ None
Worker's Compensation	<ul style="list-style-type: none"> ▪ Have you ever filed a worker's compensation claim? ▪ Have you had any prior work related injuries? 	<ul style="list-style-type: none"> ▪ None ▪ None
Marital Status	<ul style="list-style-type: none"> ▪ Do you wish to be addressed as Mrs.? Miss? Or Ms.? 	<ul style="list-style-type: none"> ▪ None
Address	<ul style="list-style-type: none"> ▪ How long have you lived at your current address? ▪ Do you own or rent your home? 	<ul style="list-style-type: none"> ▪ None ▪ None
Education	<ul style="list-style-type: none"> ▪ When did you graduate from high school or college? 	<ul style="list-style-type: none"> ▪ Do you have school/GED or college degree (if having such degree is part of the job's requirements)?
Personal	<ul style="list-style-type: none"> ▪ How tall are you? ▪ How much do you weigh? 	<ul style="list-style-type: none"> ▪ Only permissible if related to a bona fide occupational qualification