



Appendix C

Interview Checklist Dos and Don'ts

PLEASE NOTE: The following general rules provide basic guidelines.

DO NOT ASK ABOUT:

- Race
- National origin
- Marital status
- Provision for child care
- Childbearing plans
- Arrest record
- Age
- Ownership of car or house
- Education (unless job related)
- Height and weight
- Spouse's career or spouses' objection to travel
- Economic status or credit rating
- Ancestry
- Type of military discharge
- Organizations to which applicant belongs (if this would reveal race, religion, or ancestry)
- Birthplace
- Applicant's persona life
- Questions regarding person's disability

DO ASK ABOUT:

- Job-related experience
- Job-related education
- Willingness to travel if this is a requirement of the position