

GUIDE TO LEGAL AND ILLEGAL PRE-EMPLOYMENT INQUIRIES

Introduction

The job interview is an essential component of the hiring process. While the job interview provides the College with an opportunity to assess whether an applicant will be a good fit, asking the wrong question could result in

Subject	Lawful Inquiries	Unlawful Inquires
Name	<ul style="list-style-type: none">x Whether the applicant has worked under another name.x Have you ever worked for this college under a different name? Is any additional information relative to change of name or use of an assumed name or nickname necessary to enable a check on your work record? If yes, explain.	

identity * *

- x This is the typical schedule for this position. Is there any reason you would not be able to work this schedule?
- x Note: These inquiries are permissible provided they are made for both male and female applicants.

- spouse, children, or relatives.
- x Questions about sexual identity, orientation, or preference. What is your sexual orientation?
- x Do you wish to be addressed as Mrs.? Miss? Or Ms.?

