

### DNR Guidelines on Acceptable/Unacceptable Interview Questions

Interviews are conducted to assess if the applicant possesses the competencies, knowledge, skills, abilities, education, training and experience required for the job. Therefore, applicants must be asked job related questions. The interviewer should be able to show the intent behind each question and how it is related to business necessity. Interviewers should periodically review interview questions to determine if they continue to be job and business related. Interviews should be aimed solely at determining qualifications without regard to criteria based on irrelevant, non-job related factors. Reasons for a selection recommendation should be well supported and based on a person's qualifications for a position. The following list of unacceptable questions has been found to be discriminatory. DNR officials who conduct interviews/participate in making selection recommendations will not ask these questions. Questions will focus on job-related factors with the purpose of assessing an applicant's knowledge, skills and abilities and interviewers will not engage in behavior that results in direct or in-direct discrimination in employment.

Topic	Acceptable	Unacceptable	If unacceptable, what is the reason?
Attendance/Reliability	What hours and days can you work?	How many children do you have?	Could be viewed as discriminatory towards females.
Attendance/Reliability	Are there specific times that you cannot work?	What religion are you?	Could be viewed as religious discrimination.
Attendance/Reliability	Do you have responsibilities other than work that will interfere with the specific job requirements such as traveling?	Are you married? What are the number and ages of your children? What are your childcare arrangements? Do you have plans to have children?	Could be viewed as discriminatory towards females.
Attendance/Reliability	Do you have a reliable method of getting to work?	Do you own a car?	Could be considered racial discrimination.
Citizenship/National Origin	Are you legally eligible for employment in the United States?	What is your national origin? In what country are you a citizen? Do you have proof of citizenship? Where are your parents from?	Could be considered national origin discrimination.
Citizenship/National Origin	Have you ever worked under a different name?	What is your maiden name?	Could be considered national origin discrimination.
National Origin	None.	What is your father's surname? What are the names of your relatives? Are your parents naturalized or native born? Are you naturalized or native born?	Could be considered national origin discrimination.
Arrest and Conviction	None.	Have you ever been convicted of a felony? Have you ever been arrested? * See note below.	Could be considered racial discrimination.
Disabilities	Can you perform the duties of the job that you are applying for?	Do you have any physical or mental handicap/disability? ** See note below.	Could be considered discrimination against disabled persons.
Disabilities	None.	Have you ever filed a Workers' Compensation claim?	Could be considered discrimination against disabled persons.
Disabilities	None.	Have you ever been injured on the job?	Could be considered discrimination against disabled persons.
Emergency Contact Information	What is the name and address of the person to be notified in case of emergency? (Request only after the person has been employed).	What is the name and address of the relative to be notified in case of emergency?	Could be considered national origin discrimination.
Credit Record	None.	Do you own your own home?	Could be considered racial discrimination.

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<b>Credit Record</b>	Credit references may be used if in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.	Have you ever had your wages garnished?	Could be considered racial discrimination.
<b>Credit Record</b>	None.	Have you ever declared bankruptcy? Do you have any credit cards?	Could be considered racial discrimination.
<b>Military Record</b>	What type of education, training, and work experience relevant to the job did you receive while in the military?	What type of discharge did you receive? Did you serve in the military in another country?	Could be considered racial or national origin discrimination.
<b>Language</b>	What languages do you speak and write fluently (if the job requires additional languages).	What is your native language? How did you learn to read, write or speak a foreign language?	Could be considered national origin discrimination.
<b>Organizations</b>	Inquiry into an applicant's membership in organizations that the applicant considers relevant to his or her ability to perform the job.	List all the clubs, societies and lodges to which you belong.	Could be considered racial or national origin discrimination.
<b>Race or Color</b>	None.	Questions regarding complexion or color of skin.	Could be considered racial or national origin discrimination.
<b>Weight, Height, Eye Color, Age</b>	Only if there is a bona fide occupational qualification.	Questions regarding weight, height, eye color, age.	Could be considered racial or national origin or age discrimination.
<b>Religion</b>	None.	What religious denomination, religious affiliations, church, parish, pastor? What religions holidays do you observe? Are there any religious holidays that you are not willing to work?	Could be considered religious discrimination.
<b>Gender</b>	None.	Do you wish to be addressed as Mr., Mrs. or Miss?	Could be considered gender discrimination.
<b>Previous and Current Address</b>	May be asked as part of the criminal background authorization only.	What was your previous address? How long did you reside there? How long have you lived at your current address? Do you own a home?	Could be considered racial or national origin discrimination.
<b>Education</b>	Do you have a HS diploma or equivalent? Do you have a university or college degree? (If relevant to the job requirements.)	What year did you graduate from high school or college? What was the nationality, racial or religious affiliation of the school?	Could be considered age, national origin, racial or religious discrimination.

\* Note regarding arrest records: Inquiry regarding arrests or convictions should not be made in the initial stages of the applicant process. Using arrest or conviction records as an absolute bar to employment is not authorized. A criminal background check may be conducted on the recommended applicant if authorized by the applicant. Exclusion of an applicant for a particular job for a conviction depends on the nature of the job, the severity and nature of the offense, and the time since the conviction.

\*\* Note regarding disability questions: Under the law, an employer may not conduct medical examinations and may not ask disability-related questions until after it makes a conditional job offer. Employers may state the physical requirements of the job and ask if the applicant can fulfill these requirements. The employer may ask the applicant to demonstrate how they would perform the job. Any rejection of an applicant must be job related, based on a business necessity and the decision is to be made in consultation with the Human Resources Director.