

## SAFE INTERVIEW QUESTIONS

Topic	Avoid Asking	Better Way to Ask
Age	How old are you? What is your date of birth? When did you graduate from high school?	Are you at least 18 years old? (Or the age of majority in your state).
Children and Childcare	Do you have children? How old are your children? What kind of childcare arrangements have you made? Do you plan to have children?	The position requires some travel/evening work/weekend work/overtime. How do you feel about that? <b>OR</b> This position requires dependable job attendance and frequent last-minute overtime. Can you meet these requirements?
Family/Career Goals	(Often asked of a woman) Which do you think is more important to you, a family or a career?	<b>(If true and asked of all applicants)</b> We need people interested in a career. What are your career goals?
Marital Status	Are you married, single, divorced, widowed, or separated? What is your maiden name? What does your spouse do for a living?	Don't ask.
Race & National Origin	Where were you born? Where were your parents or spouse born?	Don't ask.
Religion	Jews don't work on Saturdays. You're Jewish, aren't you?	We often work on weekends. How do you feel about that?
Arrest Record	Have you ever been arrested?	Have you ever been convicted of a felony? Some positions at GV require a pre-hire criminal background check. Are you willing to give your consent for a criminal history check?
Credit Problems	Do you own a home? Have you ever filed for bankruptcy? Have you ever had your wages garnished	Some positions at GV require a pre-hire financial background check. Are you willing to give your consent for a financial background check?
Transportation	Do you own a car and have a driver's license? Do you have transportation to work? I notice that you live quite a distance from the university. Are you really going to commute that distance everyday?	We begin our workday at 8 a.m. Would you have a problem getting here everyday?
Language Skills	Do you speak English fluently? What is your native language? How did you learn to read, write or speak a foreign language?	What languages do you speak or write fluently? <b>(Only if the job requires bilingual or multilingual language skills)</b>
Eligibility to work in the United States	What is your visa status?	Do you have current unrestricted work authorization? If they say "no", okay to ask if they would need immigration assistance from GVSU.