



Summary Chart of Legal Interview Questions

Interviews provide a valuable source of information in determining an applicant’s qualifications for a position. You must be aware that Equal Employment Opportunity (EEO) laws, as well as individual state laws, prohibit discrimination against applicants on the basis of age, race, color, religion, sex, sexual orientation, disability, marital status, veteran status or national origin. In order to avoid inquiries that may be perceived as discriminatory the following guidelines are suggested:

- Ask open-ended questions that are job-related.
- Create a standard list of questions that will be asked of all interviewed applicants.

Massachusetts Equal Pay Act ensures equal pay for comparable work for all Massachusetts workers. It prohibits employers from asking job applicants about salary history.

Massachusetts “**Ban the Box**” law - An employer must not request criminal history information prior to the interview stage of the hiring process.

For a sample list of appropriate interview questions, please contact the Division of Talent & Inclusion at talent@wpi.edu or ext. 5470.

The chart below provides a convenient reference detailing legal and potentially discriminating interview questions:

TOPIC	LEGAL QUESTIONS	DISCRIMINATORY QUESTIONS
Marital/Family Status	Do you have any responsibilities that conflict with position attendance or travel requirements?	Are you married? Do you have any children? What is your spouse’s name? What do they do? What are your childcare arrangements?
Race	None	What is your race?
Religion	None	What is your religion? What religious holidays do you observe?What church do you attend?
Residence	What is your address?	Do you own or rent a home? Who resides with you?
Sex	None	
Age	If hired, can you offer proof that you are at least 18 years of age?	How old are you? What is your birth date?

Citizenship or nationality	<p>Can you show proof of your eligibility to work in the US?</p> <p>Are you fluent in any languages other than English? <i>(This question may only be asked as it relates to the job being sought.)</i></p> <p>Will you now or in the future require sponsorship for employment visa status?</p>	<p>Are you a US citizen? Where were you born?</p>
Disability	<p>Are you able to perform the essential functions of this job with or without reasonable accommodation?</p>	<p>Are you disabled? What is the nature and severity of your disability?</p>
Military Service	<p>What type of education or training did you receive while in the military? In what branch of the armed services did you serve?</p>	<p>What type of discharge did you receive?</p>
Reliability/Attendance	<p>What hours and days are you available to work?</p>	<p>Do you own a car?</p>