CEDARVILLE UNIVERSITY

Interview Guidelines*

Category	What You May Ask	What Not to Ask	Federal Laws
Age	• If applicant is over 18 years old • If applicant is over 21 years old if job related	• Date of birth • Date of high school or college graduation • Age (i.e. When are you looking to retire?)	Age Discrimination in Employment Act (ADEA)
Disability	• Whether applicant can perform essential job-related functions (provide applicant with list)	• If applicant has a disability • Nature or severity of disability • Recent or past surgeries and dates • Past medical problems	Americans with Disabilities Act (ADA)
Experience	• Inquiry into work experience • Inquiry into countries applicant has visited	• Whether applicant has filed workers' compensation or unemployment claim • Questions about agency claims made to state or federal agencies regarding employment issues (i.e. EEOC, OCR or OSHA)	Civil Rights Act (Title VII)
Name, Gender and Family Issues	• If Applicant has relatives already employed by the organization • Applicant's full name	• Number of children/child-care arrangements (i.e. have you thought about when you would like to start a family?) • Marital Approval or Input (i.e. is your spouse comfortable with you taking this position?) • Spouse's occupation/Name of spouse (i.e. is your spouse employed?) • Health-care coverage through spouse • Maiden name (of married woman)	Civil Rights Act (Title VII) Pregnancy Discrimination Act (PDA)
National Origin or Ancestry	• Whether applicant has a legal right to be employed in the U.S. • Ability to speak/write English fluently (if job related) • Other languages spoken (if job related) • How long have you been a resident of this state or city?	• Ethnic association of surname • Birthplace of applicant/applicant's parents • Nationality, lineage, national origin • Nationality of applicant's spouse • Whether applicant is citizen of another country • Applicant's native tongue	Civil Rights Act (Title VII)
Race	• No questions may be asked	• Applicant's race or color of skin • Photo to be affixed to application form	Civil Rights Act (Title VII)
Religious Mission	• Doctrinal Agreement • Church Experience to include affiliation/service • Spiritual Experience (i.e. how has the Lord helped you work through a difficult time in your life? Or what does your time with the Lord look like?)	• While Cedarville University has more latitude here due to its emphasis on doctrine /community covenant, generally anything outside of or unrelated to the CU doctrinal statement, unless it is able to be linked to job specific position requirements	Civil Rights Act (Title VII)

Other	• Convictions • Academic, vocational or professional schooling • Training received in U.S. military • Membership in trade or professional association related to the position • Job references	• Number of Arrest/Type of Arrest (unless specific heightened job-relatedness). • Height and weight (except if a bona fide occupational qualification) • Veteran status (i.e. discharge/branch of service) • Contact in case of an emergency (only appropriate to ask at post-hire)	Uniformed Services Employment & Reemployment Rights Act (USERRA)

Employment decisions should focus on the job related requirements and skills needed for the position. The interviewer must be aware that using information gathered from certain questions could be discriminatory if those questions are used to make the final hiring decision, thus pre-employment questions should remain job-related. If the answer to the question is not likely to shed light upon an individual's qualifications or ability to perform the job, the question should not be asked. Any questions related to an applicant's age, race, national origin, sex, or disability should be avoided.

For further reading, please review guidelines as provided on the Equal Employment Opportunity Commission (EEOC) website outlining the various types of discrimination prohibited by law and enforced by the EEOC. In addition, state and local laws or regulations may apply.

*The information above was derived from but not limited to the following federal employment laws:

- Age Discrimination in Employment Act (ADEA) 29 US Code Sec. 621 et seq.
- Americans with Disabilities Act (ADA) 42 US Code Sec. 12101 et seq.
- Civil Rights Act (Title VII) 42 US Code Sec. 2000e et seq.
- Genetic Information Non-Discrimination Act (GINA) Pub L. 110-233 (2008)
- Pregnancy Discrimination Act (PDA) Pub L. 95-555 (1978)
- Uniformed Services Employment & Reemployment Rights Act (USERRA) 38 US Code Sec. 4301 et seq.