

# 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 legal( ) 9(r)9-c318-11(g)-8(i8D.L)-20(e)1(g)-8(c --( )Tj -0.01 Tc 0.01 Tw 0.337 0 v 1gC.(2)811( )1.( )Tj ET 0 Td 8

| Subject | Lawful Inquiries  | Unlawful Inquires |
|---------|---|-------------------|
| Name    | <ul style="list-style-type: none"><li data-bbox="349 136 779 199">x Whether the applicant has worked under another name.</li><li data-bbox="349 199 779 413">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.</li></ul> |                   |

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.?

