

## Interview Questions

<b>Subject</b>	<b>Illegal Questions</b>	<b>Legal Questions</b>
<b>National Origin/Citizenship</b>	<p>Are you a US Citizen?</p> <p>Where were you/your parents born?</p> <p>What is your native tongue?</p>	<p>Are you authorized to work in the US?</p> <p>What languages do you read, speak, or write fluently? (This question is okay, as long as this ability is relevant to the performance of the job)</p>
<b>Age</b>	<p>How old are you?</p> <p>When did you graduate from college?</p> <p>When is your birthday?</p>	<p>Are you over the age of 18?</p>
<b>Marital/Family Status</b>	<p>What is your marital status?</p> <p>Who do you live with?</p> <p>Do you plan to have a family?</p> <p>How many kids do you have?</p> <p>What are your child care arrangements?</p>	<p>Would you be willing to relocate if necessary?</p> <p>Travel is an important part of the job. Would you be willing to travel as needed by the job ( This question is okay, as long all applicants for the job are asked)</p>
<b>Affiliations</b>	<p>To what clubs or social organizations do you belong?</p>	<p>Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?</p>

<b>Personal</b>	How tall are you?  How much do you weigh?	Are you able to lift a 50 pound weigh and carry it 100 yards, as that is part of the job? (Questions about height and weight are not acceptable unless minimum standards are essential to the safe performance of the job)
<b>Disabilities</b>	Do you have any disabilities?  Please complete the following medical history.  Have you had any recent or past illnesses or operations? If yes list and give dates.  What was the date of your last physical exam?  How's your family's health?  When did you lose your eyesight?	Are you able to perform the essential functions of this job with or without reasonable accommodations? (This question is okay if the interviewer thoroughly described the job.)
<b>Arrest Record</b>	Have you ever been arrested?	Have you ever been convicted of _____? (The crime should be reasonably relate to the performance of the job in question)
<b>Military</b>	If you've been in the military, were you honorably discharged?	In what branch of the Armed Forces did you serve?  What type of training or education did you receive in the military?

**Questions you may want to consider:**

Tell me about yourself? (steer away from personal information keep it to education and professional info)

Where have you worked before?

What are your short and long-range career goals?

Why do you want to work here?

What about the college interests you?

How did you learn about this job?

Why did you leave your last job or why do you want to leave your job?

What are your best skills?

What is your major weakness?

Do you prefer to work by yourself or with others?

What qualifications do you have that relate to the position?

What new skills or capabilities have you developed recently?

Give me an example from a previous job where you've shown initiative?

What have been your greatest accomplishments recently?

What is important to you in a job?

What have you been doing since your last job?

What qualities do you find important in a coworker?

How will this job fit in your career plans?

What do you expect from this job?

What hours can you work?

When can you start?

What have you learned from your past jobs?

What were your biggest responsibilities?

What specific skills acquired or used in previous jobs relate to this position?

How does your previous experience relate to this position?

What did you like most/least about your last job?

Whom may we contact for references?

**Be sure everyone interviewing has a copy of the application/resume and the job description. Also be sure the applicant has received the job description, if not give them one.**