

WHAT YOU SHOULD NEVER SAY WHILE INTERVIEWING A CANDIDATE!

Presented by Jeri Ann Kelly



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WHY DOES IT MATTER?



Your Reputation Matters

Candidates not chosen are more likely to find reasons to seek legal action and tell all their friends

Not illegal but is a slippery sloop

Important Note for everyone to remember!

The recommendations made in this presentation are focused on eliminating the risk of someone seeking discriminatory actions against you and your company.

Many of the DO NOT ask questions are OK to ask however; if you end up not hiring the person, it could open you up to possible legal issues. Therefore, it's best to just not ask questions that could potentially cause you issues.

"The smartest business decision you can make is to hire qualified people. Bringing the right people on board saves you thousands, and your business will run smoothly and efficiently."

Brian Tracy

AGE

Do not ask

- What year did you graduate high school
- Are you comfortable being around younger (older employees)
- Can you rent a car
- When are you thinking about retiring
- Ask for a copy of their birth certificate

OK to Ask

- Are you 18 or older
- What are your career goals
- What's your alma mater

Living Situation/Family

Do not ask

- Are you single/married/divorced
- Do you have kids/are you planning on having kids
- Who takes care of your kids
- Do you live with anyone
- Are you pregnant or planning on getting pregnant
- What school do your kids go to

OK to Ask

- Are you able to get to work by 9:30 each morning
- Are you able to relocate for this role

Nationality and Ethnicity

Do not ask

- What country were you born in
- How long have you been here
- What color is your hair
- Proof of citizenship before hiring
- Are your parents native-born or naturalized
- What languages do you speak (ok if the job requires other languages)
- is xyz your native language

OK to Ask

Are you authorized to work in this country

Religion

Do not ask

- What's your religious background
- Are you Christian or are you religious
- How did you grow up/how did your parents raise you
- Do your beliefs prevent you from working any holiday
- Caution about asking about organizations because names can sometimes indicate religion

OK to Ask

Are you authorized to work in this country

Name/Sex/Gender/Sexual Orientation

Do not ask

- Whether the candidate is a Miss, Mrs, or Ms
- What is your sexual preference
- Have you always been male/female

OK to Ask

Nothing!

Disabilities

Do not ask

- Do you need any special accommodations
- Do you have any type of disability or had one in the past
- Have you had any recent illness like COVID or other hospitalizations

OK to Ask – after you describe the exact needs of the job

- Are you able to perform all the necessary job assignments I just described and can you do them in safe manner

Other

Do not ask

- Status of military discharge or ask for their records
- References from clergy or anyone that may reflect the topics I previously discussed
- Any details related to arrests unless it directly involves the job functions
- Height and weight unless directly related to the job requirements

Social media – two schools of thought

Thank You for your Time!

Questions:

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