

EEO COMPLIANCE

Federal and state legislation prohibits employers from asking certain questions during the interview based on race, religion, creed, sex and age. Not all employers are familiar with these laws, particularly small employers. What should you do if you are asked one of these illegal questions? Experts say if you want the job you should ignore the violation and answer the question. Others recommend that you very tactfully point out that the question is illegal.

QUESTIONS TO AVOID	APPROPRIATE QUESTIONS
Questions employers are not supposed to ask job applicants:	Employers can usually obtain the information sought in the questions above by rephrasing the question. Compare the illegal questions above with the legal ones below:
What was your maiden name?	What is your name?
When were you born?	Are you over 18?
When did you graduate from high school?	Did you graduate from high school?
What is your race?	[No questions about race are allowed]
Do you have physical or mental disabilities?	Can you perform [state specific tasks pertinent to the job description]?
Do you have a drug or alcohol problem?	Can you perform (state specific tasks pertinent to the job description)?
Are you taking any prescription drugs?	Can you perform (state specific tasks pertinent to the job description)?
Would working on weekends conflict with your religion?	Would you be able to meet the job's requirement to frequently work weekends?
What country are you a citizen of?	Do you have the legal right to work in the United States?
Have you ever been arrested?	Have you ever been convicted of a felony?
What language did you speak in your home when you were growing up?	This job requires that you speak Spanish. Do you?