

Interview the Right Way

The difference between a good and risky interview often depends on how questions are asked. Here are some examples of the right and wrong ways to phrase typical interview questions:

Ask: What is your name?

Don't Ask: What is your maiden name?

Ask: Are you 18 years of age or older?

Don't Ask: How old are you?

Ask: Do you have the legal right to work in the United States?

Don't Ask: Are you a native-born citizen of the United States?

Ask: Did you graduate from high school?

Don't Ask: When did you graduate from high school?

Ask: Can you perform this specific job-related task?

Don't Ask: Do you have any physical or mental disabilities?

Ask: Do you currently use illegal drugs?

Don't Ask: Have you ever been addicted to drugs?

Ask: Would you be able to meet the job requirement of working on weekends?

Don't Ask: Does working on weekends conflict with your religion?

Ask: Have you ever been convicted of a felony?

Don't Ask: Have you ever been arrested?

Ask: This job requires that you speak Spanish. Do you?

Don't Ask: What is your native language?

Ask: Is your spouse employed by this company?

(if your company has a nepotism clause)

Don't Ask: Are you married?

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