

# IOWA STATE UNIVERSITY

## GUIDE TO NON-DISCRIMINATORY INTERVIEWING

<b>SUBJECT</b>	<b>STOP! NONALLOWABLE INQUIRIES</b>	<b>OK! ALLOWABLE INQUIRIES (IF ASKED OF ALL APPLICANTS)</b>
<b>NAME</b>	The maiden name of a married woman or applicant. The original name of an applicant whose name has been legally changed.	
<b>BIRTHPLACE AND RESIDENCE</b>	Birthplace of an applicant. Birthplace of an applicant's parents. Birth certificate, naturalization of or baptismal certificate.	Applicant's place of residence. Length of applicant's residence in state and city where employer is located.
<b>CREED OR RELIGION</b>	Application's religious affiliation, church, parish, or religious holidays observed.	Advice to normal hours and days of work required to do the job.
<b>RACE OR COLOR</b>	Applicant's race or color of applicant's skin, eyes, hair etc.	
<b>PHOTOGRAPHS</b>	Photographs with application or after interview but before hire.	
<b>CITIZENSHIP</b>	Any and all inquiries into whether applicant is now intend to become a citizen of the U.S. or any related inquiry.	Whether applicant is legally authorized to work in the U.S. Whether applicant is authorized to work for all employers or only current employer.
<b>NATIONAL ORIGIN AND ANCESTRY</b>	Applicant's lineage, ancestry, national origin, decent, parentage or nationality. Nationality of applicant's parent or spouse.	
<b>LANGUAGE</b>	Applicant's mother tongue or language commonly used by applicant at home.	Languages applicant speaks and/or writes fluently, if job related.
<b>RELATIVES</b>	Name and address of any relative of applicant.	Name of relatives already employed by ISU

<b>MILITARY</b>	Applicant's military experience in other than U.S. Armed Forces, National Guard, or Reserve Units. Applicant's whereabouts in 1914-18, 1941-45, 1950-53, 1964-75. Type of discharge.	Military experience in U.S. Armed Forces.
<b>ORGANIZATIONS</b>	All clubs, social lodges, fraternities, societies, or organization and labor unions. The exceptions are professional trade or service organizations.	Applicant's membership in any professional or trade organization which is related to the job or field.
<b>REFERENCES</b>	The name of the applicant's pastor or religious leader.	Name of persons willing to give professional and/or character references.
<b>SEX AND FAMILY</b>	Sex of applicant, marital status, dependents of applicant, or sexual preference.	Whether applicant can meet specified work schedule. Duration of stay on job or anticipated absences.
<b>ARREST RECORD</b>	The number and kinds of arrests of an applicant.	Number and kinds of conviction.
<b>HEIGHT AND WEIGHT</b>	Any inquiry into height and weight of applicant, except where it is a bonafide occupational requirement.	
<b>MENTAL AND PHYSICAL DISABILITIES</b>	Any inquiries into any mental or physical disabilities. How many days an applicant was absent from work due to illness. Pre-employment physicals.	Applicant's ability to perform essential functions of the position with or without accommodations. How many days absent or late to work for any reason.
<b>AGE</b>	Inquiries into age or date of birth	Whether applicant meets the minimum age requirements as set by law.