

INTERVIEW GUIDE – LEGAL CONSIDERATIONS

Interview Ground Rules – Legal Considerations When Conducting an Interview

Federal and state laws require consistent and job-related selection processes. This includes: obtaining the same information from all candidates, using the same questions for each interview and following a structured interview process. Treat all candidates equally and fairly to help you avoid any illegal discrimination complaints.

In an interview, questions should **never** be asked about topics unrelated to the job and should the candidate disclose such information, they should never be considered when making a hiring decision:

<ul style="list-style-type: none">• Race• Gender• Pregnancy/Parental Status• Ethnicity• Age	<ul style="list-style-type: none">• Marital Status• National Origin• Religion• Sexual Orientation• Color	<ul style="list-style-type: none">• Disability• Autism• Veteran Status• Ancestry• Medical Condition• Domestic Partner Status
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California law (AB168) prohibits employers from inquiring about a candidate's salary history. California law (AB1008) prohibits employers from asking a candidate about conviction history until the candidate has received a conditional employment offer.

Special Considerations When Interviewing Disabled Candidates

Make every effort to accommodate requests you receive prior to the interview, If the candidate did not ask for an accommodation prior to the interview, but it is apparent the candidate has a disability, it is permissible to ask what accommodations are necessary for the candidate to perform the essential functions of the position. Do not ask questions that might elicit information about a disability.