



**Tools for businesses**

# **A guide to lawful applications and interviews**

Idaho Department of Labor  
Idaho Human Rights Commission

**IDAHO**  
DEPT. OF LABOR

[labor.idaho.gov](http://labor.idaho.gov)

A proud partner of the [americanjobcenter](#) network



The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

# Conducting a lawful employment interview



Communications and Research  
Georgia Smith, Deputy Director

***NOTE: This publication is intended for guidance only and should not be used as a substitute for specific legal advice. If legal advice is required, consult an attorney.***

*Costs associated with this publication may be obtained pursuant to IC § 60-202 from the Idaho Department of Labor or the Idaho Human Rights Commission.*

*The Idaho Department of labor and the Idaho Human Rights Commission are equal opportunity employers and service providers. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.*

November 2013

## Table of contents

<b>Lawful employment interviewing .....</b>	<b>4</b>
Glossary of federal and state laws, acts and agencies.....	4
Governmental agencies and the laws they enforce . .....	4
Defining discrimination.....	5
Direct discrimination .....	5
Adverse impact.....	5
<b>Common questions employers ask.....</b>	<b>6</b>
<b>Other issues to consider when interviewing .....</b>	<b>11</b>
Pregnancy.....	11
Health status or disability .....	11
Police records.....	11
Inquiries about the applicant’s work habits and standards.....	12
General interviewing cautions .....	13
Practical tips .....	14
<b>Applicants with disabilities .....</b>	<b>15</b>
Accommodations for applicants with disabilities .....	15
Information that employers may request from applicants with disabilities .....	15
Questions that should not be asked of applicants with disabilities .....	16
<b>Pre-employment inquiry guide .....</b>	<b>17</b>
<b>Post-interview suggestions .....</b>	<b>20</b>
<b>Contact information.....</b>	<b>21</b>

***NOTE: This publication is intended for guidance only and should not be used as a substitute for specific legal advice. If legal advice is required, an attorney should be consulted.***

## Lawful employment interviewing

Interviewing prospective employees is an important employer responsibility. The objective is to determine whether an applicant is suitable for an available position. The interview provides the employer an opportunity to obtain in-depth information about a job applicant's skills, work history and employment background. However, despite specific information employers wish to have or need, the interviewer should avoid asking discriminatory questions or basing an applicant's evaluation on criteria that is discriminatory in nature. Because many discrimination complaints and lawsuits filed against employers stem from interviewing situations, this guide has been created to help employers conduct a lawful employment interview.

### Glossary of federal and state laws, acts and agencies

EEOC = Equal Employment Opportunity Commission (federal)

EEO = Equal Employment Opportunity

Title VII = Title VII of the Civil Rights Act of 1964 (federal)

ADEA = Age Discrimination in Employment Act (federal)

ADA = Americans with Disabilities Act (federal)

IHRC = Idaho Human Rights Commission (state)

IRHA = Idaho Human Rights Act (state)

### Governmental agencies and the laws they enforce

Two government agencies are charged with enforcing antidiscrimination laws regarding the hiring practices of employers in Idaho. On the federal level, the EEOC enforces federal EEO laws, which include Title VII of the Civil Rights Act of 1964, as amended, the ADEA and the ADA, as amended. On the state level the IHRC enforces state EEO laws including the IHRA, Title 67, chapter 59 and Title 44, chapter 17 of the Idaho Code. These agencies have a work sharing agreement that allows the state to handle complaints of employment discrimination that are within the jurisdiction of each agency. The laws enforced by these agencies prohibit discrimination in employment on the bases of race, color, national origin, sex, religion, age —over 40 — and disability.

All private employers with 15 or more employees, as well as all federal, state and local government employers, are subject to Title VII and the ADA discrimination prohibitions. The ADEA covers employers with 20 or more employees. All private employers with five or more employees, as well as any state governmental entity and all employers who contract with the state, are subject to the IHRA.

## Defining discrimination

To avoid or remedy discriminatory interviewing practices the employer must understand exactly what is discrimination. Two types of discrimination can occur during the interviewing process: direct discrimination and adverse impact.

### Direct discrimination

Direct discrimination means different or “disparate” treatment between applicants because of some type of classification such as race, sex, age, religion, color, national origin or disability. Title VII, the ADA, the ADEA and the IHRA prohibit purposeful or direct discrimination. As a result of those laws, individuals who are either black or white can be victims of race discrimination and both women and men can be victims of sex discrimination. The federal and state laws prohibit discrimination in all areas of the employment relationship between the employer and the employee including hiring, firing, promotions, wages, job assignments, fringe benefits and other terms and conditions of employment. The bottom line for Idaho employers is, with the limited exception of a bona fide occupational qualification – BFOQ – which is discussed in the next section on page 6, a person should not be hired or rejected because of his or her race, sex, religion, color, national origin, age or disability.

### Adverse impact

Another type of discrimination occurs when employers do not necessarily intend to exclude people of a particular race, sex, religion, color, national origin, age or disability, but they engage in practices that have the effect of doing so. This is described as neutral conduct that has an adverse impact on groups protected by law. Title VII, the ADA, ADEA and IHRA prohibit employment procedures that have an adverse impact on members of a protected group. For example, requiring applicants to be at least 5’9” tall has an adverse effect on women, Asian Americans and Hispanics, who are generally shorter than white males. This means that a disproportionately higher percentage of applicants from these groups will be rejected from employment simply because they are too short. An employer engaged in this type of selection procedure is practicing discriminatory hiring practices, *even if done unknowingly*. Such an employer is in violation of EEO and IHRC laws unless the height requirement is a bona fide occupational qualification – BFOQ – which is discussed in the next section on page 6. The important lesson from this example is that any selection procedure used by an employer must be carefully monitored for any adverse impact on applicants of a particular race, sex, age, religion, color, national origin or disability.

## Common questions employers ask

The following questions and answers are designed to help in the practical application of current EEO and IHRC laws and regulations.

- **What kinds of questions are we forbidden to ask under the equal employment laws?**

Under federal and state EEO laws, very few questions are expressly prohibited. In practice, however, the EEOC and the IHRC have also stated that their responsibility to promote equal employment opportunities compels them to look with “extreme disfavor” on employment inquiries regarding an applicant’s race, sex, age, religion, color, national origin or disability. Questions that elicit information about an applicant’s medical conditions are *specifically* prohibited. The EEOC, IHRC and the courts have found many of these types of inquiries violate EEO laws because they either directly discriminate against or adversely affect the employment opportunities of minorities and women. The one exception to this type of violation occurs *only* when a specific characteristic of a person is a bona fide occupational qualification.

- **What is a bona fide occupational qualification or BFOQ?**

An applicant’s characteristic is a BFOQ when it is necessary for the performance of a particular job. For example, gender may be a BFOQ when hiring a men’s room attendant, an actress or a model. Additionally, religion may be a BFOQ for some positions in an organization sponsored by a religious group. However, legitimate BFOQ characteristics are narrowly interpreted so an employer must be able to show that the qualification required for the job is necessary for the performance of the job. Race is never a BFOQ.

- **How can I know whether my interview questions are discriminatory?**

Understanding what discrimination is should help a great deal. Additionally, answering the following questions should help employers avoid most discriminatory inquiries during the pre-employment interview. 1) Do my questions tend to have the effect of screening out persons in protected groups? 2) Is the information I requested really necessary to judge the individual competence for the performance of this particular job?

- **What specific questions should employers avoid?**

There are a number of areas where great caution should be used in making pre-employment inquiries. Whether asked on an application form or in an interview, the EEOC and IHRC will consider questions on the subjects listed below as evidence of discrimination, unless the employer is able to show that the inquiries are job-related or that there is a business necessity for asking the question.

- » Arrest records (adverse impact).
- » Garnishment records (adverse impact).
- » Marital status (adverse impact).

- » Child-care provisions (adverse impact).
- » Contraceptive practices -- questions such as “What kind of birth control method do you use?” (Direct discrimination).
- » Pregnancy and future childbearing plans (direct discrimination).
- » Physical or mental disabilities (prohibited questions).
- » Height and weight (adverse impact).
- » Nationality, race or ancestry (direct discrimination).

- **Are those the only kinds of troublesome questions?**

No, there are other questions that can, under certain circumstances, also be considered discriminatory. For example, asking whether an applicant has a high school diploma or a college degree is not discriminatory if the job really requires educational qualifications. However, requiring a high school education as a condition of employment is prohibited when there is no evidence that a high school education is required for performing that specific job. As a result, any employment requirements for a high school diploma or a college degree should be eliminated if these qualifications are not necessary for the specific job in question.

Other areas of potential discrimination include asking an applicant questions about certain limiting physical requirements, availability for weekend work, if friends or relatives work for the company, appearance standards and fluency in the English language if no legitimate requirement for these qualifications is needed to perform the job.

- **Am I allowed to have specific physical requirements for a job?**

Yes, but only if they are really necessary for the particular job. The following guidelines should be helpful:

- » The EEOC, IHRC and the courts have all determined height and weight requirements are discriminatory when they screen out a disproportionate number of minorities or women if the employer cannot show these requirements are truly necessary for the job in question.
- » ADA laws require employers to “make reasonable accommodation to the physical and mental limitations” of qualified employees and applicants who may be disabled. Often, minor modifications in the physical requirements of the job will effectively remove barriers for individuals with disabilities.
- » An employer should not assume that every employee over a certain age is physically unable to perform certain tasks. Additionally, an employer should only set physical requirements that are necessary for job performance and apply those standards equally to all employees, regardless of age.

» In setting physical requirements for a job, the employer should analyze the frequency or value of each major task. For example, the employer should determine if the requirement for lifting heavy objects is an integral part of the day-to-day work.

- **What constitutes “undue hardship” in religious accommodations?**

Terms like “undue” and “reasonable” are always subject to interpretation, so the EEOC and the IHRC look at each case on an individual basis. Usually, the facts of the case reveal whether the employer has suffered an undue hardship in accommodating the employee’s religious needs. For example, if a Sabbath observance would prevent a prospective employee from working overtime on a Saturday, but the employee could be scheduled for Sunday overtime work with little trouble, the EEOC and IHRC would likely find no undue hardship exists for the employer. In such a case the employer could not require the employee to work overtime on Saturday. Title VII requires only that employers make reasonable accommodations for “an employee’s religious observance or practices.” As a result, the employer is not necessarily discriminating when a particular skill is necessary to the employer’s operation, the skill must be performed during the weekend and the applicant is not hired because the applicant’s religious needs limit his or her weekend availability.

» What about inquiring about an applicant’s availability for Saturday or Sunday work?

It may be necessary for an employer to have this information, but Title VII requires that employers make reasonable accommodations for “an employee’s religious observance or practice without undue hardship on the conduct of the employer’s business.” If weekend work questions are asked, the interviewer should indicate that reasonable efforts would be made to accommodate the religious needs of the employee. However, the interviewer should clearly state that if accommodating the applicant’s religious needs places an undue hardship upon the employer, the applicant might be required to work in spite of his or her religious needs.

- **Why do you say that “appearance” is a possible area of discrimination?**

Although employers may adopt dress code policies suitable to various job categories and may insist that employees present a neat, clean appearance, certain grooming or appearance standards may be found to violate Title VII and the IHRA. For example, an employer may violate Title VII by rejecting job applicants because of their appearance or manner of speech if the applicant’s appearance and manner of speech is representative of a particular racial, ethnic or religious group or a disability. The safest ground for an employer is to simply base all employment decisions upon the applicant’s qualifications and not on his or her appearance.



- **Is there anything wrong with talking about an applicant’s military service?**  
Questions about military experience or training are generally permissible. However, the interviewer should not ask an individual about the *type* of discharge he or she received from the military.
- **The government requires many employers to keep records of things such as the sex and race of their employees. How can we keep these records if we can’t ask questions in these areas?**  
The information should be obtained only after the applicant has been hired, rather than during a pre-employment interview. In those instances where employers may be required to keep this kind of data on job applicants, a separate self-identification form should be used. Employers should keep those records separate from the employment application and the records should not be used as part of the decision-making process.
- **Can interviewers ask the applicant to supply references on the application form?**  
Yes and the interviewer should inform the applicant that the employer will check the references he or she supplied. However, neither the interviewer nor the application form should ask for credit references. Unless job related and consistent with business necessity, the EEOC maintains that inquiries about credit ratings generally are discriminatory, since minorities have a higher percentage of poor credit ratings.
- **Do discrimination laws apply to temporary workers?**  
Yes. Temporary workers are generally covered under the anti-discrimination statutes. This is because they typically qualify as employees of the temporary firm, the client to whom they are assigned or both. Thus, temporary firms and the clients to whom they assign workers may not discriminate against the workers on the basis of race, sex, age, religion, color, national origin or disability.
- **Is it discriminatory to refuse to hire an individual who uses drugs illegally?**  
No. Individuals who currently use drugs illegally are specifically excluded from the ADA’s protections against discrimination. However, the ADA does not exclude:
  - » Individuals who have successfully completed rehabilitation and are no longer illegally using drugs; and
  - » Individuals erroneously regarded as engaging in the illegal use of drugs.
- **May an employer give applicants tests to determine illegal use of drugs?**  
Yes, but keep in mind, as with all pre-employment screenings, an employer should ensure that all applicants for a position are subjected equally to the screening device, whether or not they are members of a “protected class.” Idaho employers interested in drug and alcohol testing guidelines should review Idaho Code Sections 72-1700 through 72-1715. Also note that this is one area when the laws governing public employers and private employers may differ because of certain constitutional provisions that apply only to public employers.

- **Does the ADA protect applicants with AIDS?**  
Yes. The legislative history and the U. S. Supreme Court indicate that Congress intended the ADA to protect persons with AIDS and HIV from discrimination.
- **Can I favor a minority over a non-minority?**  
Discrimination laws do not require an employer to practice “affirmative action” which means giving preferential hiring treatment to minorities in order to remedy an imbalance in an employer’s workforce. Further, the law does not require that a less qualified minority be preferred over a better qualified non-minority. In fact, such a hiring practice, without a court order or a plan designed to redress past discrimination that is documented, could be a violation of Title VII and the IHRA and could result in a discrimination lawsuit, especially against public employers because of constitutional restrictions imposed on them.  
  
On the other hand, many employers who contract with the federal government may be required to take affirmative action. Other employers write voluntary affirmative action plans in order to correct the effects of past discrimination, whether intended or unintended. Overall, the safest ground for an employer is simply to hire the applicant who is the best qualified for the available job.
- **May an employer ask about the economic status of the applicant?**  
Rejection of an applicant because of poor credit ratings has an adverse impact on minority groups and may be illegal. As a result, inquiries about bankruptcy, car ownership, rental or ownership of a house and past garnishment of wages should be avoided during a pre-employment interview.

## Other issues to consider when interviewing

### Pregnancy

The law prohibits employers from using pregnancy as a reason for rejecting applicants for employment. Employers should not exclude pregnant women from jobs because of stereotypical beliefs they are incapable of doing their jobs. Pregnancy does not trigger the ADA, but you are required to accommodate pregnancy if you also accommodate other temporary medical conditions.

The employer may not reject an applicant merely because she is pregnant. For example, you are interviewing for a position and find that one of the applicants is pregnant. You may be reluctant to hire her because you know that in a few months she will be off the job due to pregnancy. If the absence could be accommodated and would not prevent satisfactory performance of the duties of the job, you must give her full consideration for employment.

The employer may reject an applicant if pregnancy prevents her from being able to perform the duties of the job. For example, you are hiring for a position that requires extensive standing, lifting or other significant physical tasks or activities that a pregnant applicant is unable to perform because of her pregnancy. In this situation, it is appropriate for the interviewer to describe the physical requirements of the position and ask the applicant if she can perform these duties. The burden is on the employer to prove that the applicant would be unable to perform the duties of the job due to pregnancy. When in doubt, contact an attorney or the IHRC for consultation and guidance.

### Health status or disability

Under the law, employers cannot ask disability related questions or require medical examinations until after an applicant has been given a conditional job offer. It is unlawful for an employer to screen out otherwise qualified applicants on the assumption that they will not meet certain physical standards. A disability is irrelevant unless it prohibits satisfactory job performance. Additionally, an employer is required to make reasonable accommodations for applicants with disabilities.

An employer should be concerned only with the applicant's current ability to perform the essential functions of the job with or without reasonable accommodation.

### Police records

An employer should not automatically assume that applicants who have a police record are not capable of doing the job. A fair opportunity should be given to applicants to prove their merit even though they may have a police record. A conviction may or may not be relevant to the particular job in question. An arrest alone does not mean an applicant has committed a crime, and using such records as an absolute bar to employment can have an adverse impact on some protected groups. Each case must be weighed on its own merits.

## **Inquiries about the applicant's work habits and standards**

Employers need to make judgments about whether an applicant will fit into the company and have the proper work habits and standards to do the job. Employers often wonder how to get information during the pre-employment interview that will help them in making this judgment without asking discriminatory questions. This problem often occurs during an interview when the employer's concerns are addressed in a way that is potentially discriminatory. The following three examples illustrate both a discriminatory and a non-discriminatory way for an employer to obtain this type of information:

- **EMPLOYER WANTS TO KNOW if the applicant will stay with the company for a reasonable time.**

**Do not** assume that women will be less stable or that a minority group member will be apt to move.

**Do not** ask questions about marital status, age of children, childbearing plans, spouse's occupation and spouse's career plans.

**Do** ask applicants if there is any reason why they would not stay with the company for a certain period of time if hired. It is usually a good idea to explain to the applicant the company's need for long-term employees. This approach is recommended even when an applicant is obviously pregnant because many women successfully combine parenting with a career. If the woman states that she plans to stay with the company, believe her.

- **EMPLOYER WANTS TO KNOW if the applicant will be prone to be absent or tardy.**

**Do not** assume that women and minorities will have a higher absenteeism or tardiness rate than other employees.

**Do not** ask the applicant to state the ages or the number of children the applicant has as a means of determining whether absenteeism due to domestic matters might be a problem.

**Do not** inquire about the applicant's child care arrangements.

**Do** ask **all** applicants if there is any reason why, if hired, the company could not expect them to be punctual and have good attendance.

**Do** ask for a history of these matters at places of prior employment as a means of determining the applicant's attendance habits. Supervisors with a legitimate business need to control tardiness and excessive absenteeism are not violating the law if they refuse to hire applicants who have a history of poor attendance. An employer has a legitimate right to expect employees to show up for work.

- **EMPLOYER WANTS TO KNOW about the character of the job applicant.**

**Do not** ask applicants about their religion or frequency of attendance at religious meetings.

**Do not** ask for recommendations from religious leaders or ask applicants if they used a church job referral service.

**Do not** ask applicants if they are comfortable working with persons of a particular religion.

**Do** ask applicants if they can live up to the strict code of professional behavior the company maintains while employees are both in the office and when they are in the field.

**Do** ask for character references.

**Do** check all references.

Supervisors are not violating the law if they screen out applicants with a verifiable and pertinent record of dishonesty. If and when such inquiries are made, they should be limited to convictions for which disqualifying an individual would be job related and consistent with business necessity. For instance, a reckless driving conviction is not job-related for a bank teller opening, but it is for a position as a school bus driver.

### **General interviewing cautions**

**Do not ask any questions about** race, sex, religion, age, ethnic group, national origin or ancestry or disability. They may be discriminatory and should be avoided. Also be careful not to ask any questions that could be construed as implying such discrimination. For example, questioning an applicant about the origin of an unusual surname could be misconstrued. Therefore, it is best to avoid such questions. Some applicants volunteer information on items such as church service or national origin. This information should be pursued only if it is job related, such as demonstrating bilingual skills.

**Do not ask personal questions.** Be especially wary of this during the first few moments of the interview when the interviewer and the applicant are establishing rapport. Likewise, inquiries concerning marital status, number of children, spouse's occupation and other personal information, should be omitted from the employment application and pre-employment interview because they are not job-related. This information could be needed upon hiring. Therefore, the time to obtain this information is after the job offer has been accepted.

**Do not allow false notions to influence your decision.** Neat grooming is not an assurance of efficient job performance. Additionally, age is not necessarily related to maturity in attitude or ability. Likewise, a firm handshake does not guarantee strong character. Having hiring standards that are not job-related such as these will make your interview invalid. Furthermore, if these standards automatically screen out applicants whose speech, dress, hair length, social status or personal lifestyle differs from that of the employer or the employer's staff, the employer is in jeopardy of being faced with a discrimination lawsuit. Finally, do not assume that an applicant who earned a higher salary elsewhere or is over-qualified would be discontented with a lower paying job.

**Beware of tendencies toward stereotyped thinking.** Misconceptions abound concerning the physical, emotional or mental capabilities of women, older workers, minorities or people with disabilities. The ability to adapt quickly to new jobs and accept the strain of increased responsibility is strictly an individual matter. The principle of nondiscrimination requires that individuals be considered on the basis of individual capacity, not on the basis of any characteristics generally attributed to the group.

**Keep the conversations during the interview on job-related items.** Recognize that it is difficult to defend seeking information that is not job-related. Appropriate areas of conversation during the interview include the individual's qualifications, abilities, experience, education and interests, the job itself, its duties and responsibilities. Additional areas of conversation may include the organization, its missions, programs and achievements. These are all job related. It is especially appropriate to talk about career possibilities and opportunities for growth, development and advancement that the job offers. Other topics such as where the job is located, travel, mobility, equipment and facilities available are also pertinent. Ask only for information you intend to use in making a hiring decision. Know how you will use the information to make that decision.

### **Practical tips**

To avoid the pitfalls of the employment interview, employers should take the following steps:

- » Train supervisors in the areas mentioned.
- » Develop guidelines for employment interviews.
- » Use standard questions, written out beforehand, for applicants for a particular job.
- » Review all job applications to assure that they avoid prohibited inquiries.
- » Decide what the job requirements are and tailor the inquiries to the job requirements.

## Applicants with disabilities

With the previous guidelines in mind, the next area for employers to consider is interviewing applicants with disabilities. The Americans with Disabilities Act of 1990, as amended, and the IHRA prohibit employers from discriminating against job applicants with disabilities when making employment decisions. The ADA and the IHRA require employers to provide reasonable accommodations for the known disabilities of a qualified employee as long as the accommodations do not place an undue hardship on the employer. Further, an employer may not refuse to hire an applicant with a disability just to avoid making an accommodation.

Discrimination against individuals with disabilities in an employment context generally takes place on application forms and in pre-employment interviews that ask about a *disability* rather than an applicant's *ability* to perform the essential functions of a job. Employers in Idaho need to understand the reasonable accommodation process and know how to use referral sources. Employers should examine their feelings towards people with disabilities. Most importantly, employers should have a clear understanding of their responsibilities to applicants with disabilities as stated in the ADA and the IHRA.

### Accommodations for applicants with disabilities

The ADA and the IHRA require employers to provide accommodations for an applicant with a disability if needed to enable the applicant to have an equal opportunity in the interview process. Accommodations for interviewing that meet the ADA's and the IHRA's requirements include:

- » An accessible location for applicants with mobility impairments.
- » A sign language interpreter for applicants who are hearing impaired.
- » A reader for applicants who are sight-impaired.

### Information employers may request from applicants with disabilities

The overall goal of an interview is to find an individual who will be able to perform the available job. Thus, the interviewer may and should ask questions to determine whether an applicant with a disability can perform specific job functions. The key is that the interview questions should focus on the applicant's *ability* to perform the job and not on the applicant's disability. Therefore the applicant could be asked, "Are you able to perform the tasks or functions described?"

If an applicant has a known disability that would appear to interfere with or prevent performance of a job-related function, the applicant may be asked to describe or demonstrate how this function would be performed, even if other applicants do not have to do so.

However, if an applicant has a known disability that would not interfere with or prevent performance of a job-related function, the interviewer cannot ask the applicant with a disability to demonstrate how that function of the job would be performed unless all applicants in the job category are required to do so, regardless of disability. If an applicant

indicates an inability to perform an essential job function even with an accommodation, the applicant would not be qualified for the job in question and the employer is under no obligation to hire the disabled applicant.

Questions may be asked regarding the applicant's ability to perform all job functions, not merely those that are essential to the job. However, an individual with a disability may *not* be screened out because of inability to perform non-essential or marginal functions of a job. The applicant with a disability should be evaluated on ability to perform the essential job functions.

The interviewer may provide information on regular work hours, leave policies and any specific attendance needs of the job and ask if the applicant can meet these requirements. Information about previous work attendance records may be obtained in the interview or on reference checks, but the questions cannot refer to illness or disability.

### **Questions that should NOT be asked of applicants with disabilities**

The following list provides examples of the types of questions interviewers should **avoid** when interviewing applicants who may have a disability that is not readily apparent. Questions that elicit information about an applicant's medical condition are specifically prohibited.

- » Have you ever been treated for any of the following conditions or diseases (followed by a checklist of various conditions or diseases)?
- » Please list any conditions or diseases for which you have been treated in the past three years.
- » Have you ever been hospitalized? If so, for what condition?
- » Has a psychiatrist or psychologist ever treated you? If so, for what condition?
- » Have you ever been treated for any mental condition?
- » Is there any health-related reason you may not be able to perform the job for which you are applying?
- » Have you had a major illness in the last five years?
- » How many days were you absent from work because of illness last year?
- » Do you have any physical defects that preclude you from performing certain kinds of work? If yes, describe such defects and specific work limitations.
- » Do you have any disabilities or impairments that may affect your performance in the position for which you are applying? *This question should not be asked even if the applicant is requested in a follow-up question to identify accommodations that would enable job performance.*
- » Are you taking any prescribed drugs?
- » Have you ever been treated for drug addiction or alcoholism?
- » Have you ever filed for workers' compensation insurance?
- » Will you need or request leave for medical treatment or for other reasons related to a disability?



# Pre-employment inquiry guide

Subject	Acceptable pre-employment inquiry	Unwise or unacceptable pre-employment inquiry
<b>Name</b>	“For the purposes of checking your references have you worked for our company or any of your job references under a different name?”	“Have you ever changed your name and if so why?”
<b>Age</b>	None	Any questions which tend to identify applicants over 40 years of age. “What is your age?” “What is your date of birth?” “When did you graduate from high school?”
<b>Birthplace</b>	None	Birthplace of applicant. Birthplace of applicant’s parents, spouse or other relatives. Requirement that applicant submit a birth certificate, naturalization or baptismal record.
<b>Citizenship or employment eligibility (Immigration Status)</b>	“Can you, after employment, submit documents to show that you are eligible to work in the U.S.?” These are needed to fill out the I-9 form.	“Are you a U.S. citizen?” or any requirement that applicant produce his/her naturalization papers or “green card.”
<b>National origin or ancestry</b>	Language(s) applicant reads, speaks or writes fluently, if that skill can be useful or is required on the job.	Applicant’s nationality, lineage, ancestry, national origin, descent or parentage. Date of arrival in U.S. or port of entry, or how long a resident. Nationality of applicant’s parents or spouse. Maiden name of applicant’s wife or mother. Language commonly used by applicant.
<b>Convictions or arrests</b>	“Have you ever been convicted of a crime?” <i>Immediately after that question, the interviewer should indicate that a criminal record does not constitute an automatic bar to employment, and the nature of the job, the seriousness of the crime and date of the conviction will be considered.</i>	“Have you ever been arrested?” “Have you ever been charged with a crime?”

## Pre-employment inquiry guide (cont.)

Subject	Acceptable pre-employment inquiry	Unwise or unacceptable pre-employment inquiry
<b>Economic Status</b>	“What is your current address?”	“Do you own or rent a residence?” “Do you own a car?”
<b>Education</b>	Applicant’s academic, vocational or professional rating. “What is your educational background?” “What schools did you attend?”	Date last attended high school. “Are you a high school graduate?” “Are you a college graduate?” <i>These questions may be asked if having a high school or college diploma is a BFOQ. See page 6.</i>
<b>Experience</b>	Applicant’s work experience. Applicant’s military experience in armed forces of the U.S. or in a state militia.	Type of discharge applicant received from the military.
<b>Height and Weight</b>	None	“What is your height?” “What is your weight?”
<b>Marital Status and Pregnancy</b>	None	“What does your husband do?” “Are you divorced?” “Are you pregnant?” “Do you intend to have children?” “How many children do you have and who takes care of them?” <i>Basically all pre-employment inquiries about marital, parental or</i>
<b>Notice in Case of Emergency</b>	Name and phone of person to be notified in case of emergency.	None
<b>Organizations</b>	Job-related organizations, professional societies or other associations of which applicant is a member.	“List all organizations, clubs, societies and lodges to which you belong.”

## Pre-employment inquiry guide (cont.)

Subject	Acceptable pre-employment inquiry	Unwise or unacceptable pre-employment inquiry
<b>Photograph</b>	Statement that photographs may be required after employment if needed for security purposes such as I.D. badges.	Require applicant to affix a photograph to the application form. Request applicant to submit a photograph. Require photograph after interview but before hiring.
<b>Physical Abilities</b>	After employer states the job functions: “Are you able to perform these tasks with or without an accommodation?” “How would you perform the task and with what accommodation(s)?”	“Do you have any physical or mental disabilities?” Questions on general medical condition. Inquiries about receiving Worker’s Compensation.
<b>Race or Color</b>	None	Complexion, color of skin or other questions directly or indirectly indicating race or color.
<b>References</b>	“List references who can confirm your job-related training and experience.”	Require a religious reference.
<b>Relatives</b>	Names of applicant’s relatives already employed by the company if it relates to nepotism policies.	Marital status or number of dependents. Name or address of spouse. “With whom do you reside?”
<b>Religion</b>	None, UNLESS the employer is a religious organization exempt from Sec. 67-5910, Idaho Code.	“Do you attend religious services?”
<b>Work Days</b>	After employer states regular days, hours or shifts to be worked: “Can you normally work these hours?” “Can you do extensive traveling?” (if required by the job) <i>NOTE: An employer must accommodate the religious beliefs of an applicant unless the accommodation creates an undue hardship for the employer.</i>	Any questions which would tend to identify an applicant’s religious affiliation.

## Post-interview suggestions

The risk of being faced with a discrimination lawsuit does not end when the interview is over. This section on post-interview suggestions has been created to help Idaho employers avoid potential problem areas of conduct after the interview.

- **Keep applicants informed about the decision process.** One of the best ways to avoid post interview problems is to decide before the interview when the hiring decision will be made. Inform applicants when they can expect to hear the hiring results and whether it will be by letter or phone. If a decision needs to be delayed, inform each applicant and provide the new decision deadline.
- **Extend an offer as soon as a decision is made.** When the interviewer finds the applicant who most nearly meets the requirements of the position, it is best to make a job offer as soon after the interview as possible. Once an offer is accepted, the employer is able to inform all of the other applicants of the hiring decision. Alternatively, if the offer is rejected the employer has enough time to move on to the next most qualified applicant.
- **Keep a record of interviews.** Under Idaho Code Section 67-5907, a charge of discrimination may be made to the IHRC any time within 12 months after an alleged discriminatory act has occurred. So interview records should be kept for at least one year to enable employers to justify hiring procedures and recent employment decisions.
- **Keep a record of applications.** At a minimum, keep a folder containing all applications or résumés and interview records for each applicant for any recently filled position. The file should include the applicant's name, the position sought, the date and time of interview, the name of interviewer and a specific statement giving reasons for hiring or not hiring that specific applicant. In addition to listing the reasons why the applicant did not get the job, the file should contain a list of the applicant's positive attributes. Having such a file not only protects employers against claims of discrimination but also provides employers with a resource for filling future positions.
- **Make reference checks.** References should be checked during or immediately following final interviews to obtain additional information. It is helpful to use a checklist form. The items on the list bring out the job elements you have already determined to be crucial for success on the job. The questions asked should be phrased in such a way that the former employer is asked to describe, not rate, the applicant in terms of your list of relevant job behaviors.

In Idaho, it is unlawful for an employer to maintain a blacklist or to tell another employer that a current or former employee has been blacklisted in order to keep that employee from being hired. However, it is not unlawful to disclose information about the job performance, professional conduct or evaluation of a current or former employee if made in good faith at the request of either 1) the prospective employer or 2) the current or former employee in question. Please refer to [Idaho Code Section 44-201](#).

A guide  
to lawful  
applications  
and  
interviews

## Contact information

**Idaho Human Rights Commission**  
317 W. Main St., 2nd Floor  
Boise, ID 83735-0660  
(208) 334-2873  
Fax (208) 334-2664  
E-mail: [inquiry@ihrc.idaho.gov](mailto:inquiry@ihrc.idaho.gov)  
Homepage: <http://humanrights.idaho.gov>

**Idaho Department of Labor**  
317 W. Main St.  
Boise, ID 83735  
(208)332-3570  
Fax (208)334-6300  
E-mail: [www@labor.idaho.gov](mailto:www@labor.idaho.gov)  
Homepage: <http://labor.idaho.gov>