

LEGAL ASPECTS OF INTERVIEW QUESTIONS GUIDE FOR COLORADO COLLEGE STUDENTS

TOPIC	INTERVIEWER MAY ASK OR REQUEST	MAY NOT ASK OR REQUEST
Name of Applicant	Name of Applicant. Have you ever used another name? Any additional information, relative to a change of name or use of an assumed name, necessary to enable a check of your educational or work record?	What is your birth name?
Age	Law generally requires that you are at least 14 years of age to work in Colorado and are subject to work hour restrictions until age 16. If hired can you prove your age? Employees under 18 years of age cannot work in "hazardous" jobs. Proof of age is required.	Age, birth date, or any question that might identify the applicant's age, such as high school graduation, etc.
Birthplace/ Citizenship	All offers of employment are contingent upon verification of identity and work authorization in the United States.	Nationality, ancestry, national origin, parentage of applicant or spouse. How did you learn another language so well?
Race/Color	None allowed	Color, race, complexion or color of skin, eyes, hair, either directly or indirectly.
Convictions	None unless the information relates to job duties.	Have you ever been arrested?
Residence	What is your address?	Do you own your home? Any roommates?
Sex	None	Gender, marital status, number or ages of children, or child care arrangements. Are you pregnant or planning a pregnancy? Do you live alone?
Disabilities	Are you able to perform the essential functions of this job?	Are you disabled? Medical conditions? How many sick days have you taken? Do you need any accommodations to do the job?
Religion	Are you able to work on the days regularly scheduled for this job?	What is your religion? Does your religion prevent you from working weekends or holidays?
Military Service	Only questions about relevant skills, knowledge and abilities during military service.	General questions about military services, such as dates, discharge type, or foreign military services.
Economic Status	None	Credit ratings, charge accounts, bank accounts, bankruptcy, car ownership, length of residence at address, past garnishments of wages.
Organizations, Societies, and Activities	List only job related organizations.	List all organizations, clubs and lodges to which you belong.
National Origin	Ability to write, read and speak English, or another language if job related.	Ancestry, birthplace of parents or spouse, or native language.
Height/ Weight	Only when job related. Very rare.	Any non-job related questions.
References	Who referred you to this position? Will you provide names of persons willing to provide professional references?	Questions of applicant's former employers or acquaintances that elicit information specifying applicant's color, race, religious creed, national origin, ancestry, any physical or mental disability, medical conditions, marital status, age or sex.