

“CAN I ASK THAT?”
LEGAL INTERVIEWING

THE “TAKEAWAY”
FOR MANAGERS™

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Questions Not to Ask and Why

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

It's illegal to discriminate against an applicant based on race, color, religion, sex (including pregnancy, sexual orientation, and gender-identity),

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

national origin (including citizenship and immigration status), age (if 40 or older), disability, genetic information, or political affiliation.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

**Stay focused on the job requirements, and
avoid personal questions that might be
construed as discriminatory.**

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Make sure you ask the same questions of all the candidates, male or female, younger or older, regardless of race, ethnicity, disability, religious attire, or accent.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Questions Not to Ask and Why

THE TAKEAWAY
Treat everyone the same.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

How to Frame Your Questions

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Frame your questions in such a way that they're only about the applicant in relation to his or her suitability to perform the essential functions of the job.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Do not ask leading questions to fish for information that's not really relevant (such as When did you graduate? or Do you have children?).

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

If an applicant volunteers inappropriate information, try not to let the information influence you, and steer the conversation back to the job requirements.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

How to Frame Your Questions

THE TAKEAWAY

Keep it job-related to keep it legal.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Respecting People's Privacy

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

**Before you ask a question, think about
whether it's relevant.**

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

**Don't ask applicants for their social media
passwords.**

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Obtain written permission from applicants before investigating their credit history in compliance with the Fair Credit Reporting Act, or before looking into whether they have a criminal conviction.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Respecting People's Privacy

THE TAKEAWAY

Before you ask a question, ask yourself, "Is that really relevant?"

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Providing Reasonable Accommodation

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

**The law requires employers to provide
reasonable accommodation to disabled
applicants and employees to allow them to
apply or do a job.**

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

“CAN I ASK THAT?”
LEGAL INTERVIEWING

THE “TAKEAWAY”
FOR MANAGERS™

Accommodation that would be too expensive or difficult for the employer to provide is not considered “reasonable” and is therefore not legally required.

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Employers must also reasonably accommodate applicants' and employees' religious requirements (for instance, changing an interview time so that it doesn't conflict with someone's religious obligations).

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE

"CAN I ASK THAT?"
LEGAL INTERVIEWING

THE "TAKEAWAY"
FOR MANAGERS™

Providing Reasonable Accommodation

THE TAKEAWAY

A small accommodation can have a
big effect.

PREVIEW ONLY

ILLEGAL TO SHOW TO AN AUDIENCE

“CAN I ASK THAT?”
LEGAL INTERVIEWING

THE “TAKEAWAY”
FOR MANAGERS™

PREVIEW ONLY
ILLEGAL TO SHOW TO AN AUDIENCE