

Interview Considerations and Best Practices

Wright State University is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities.

To assist with recruiting and retaining the best qualified faculty and staff in a manner that supports Wright State’s mission and complies with federal and state non-discrimination laws and regulations, the Office of Equity and Inclusion (OEI) is providing the interview considerations below. Please contact the OEI staff with any questions or concerns. Thank you!

Please note the following:

- Interview questions should be job-related.
- These guidelines apply to anyone who has contact with candidates and any decision-making authority or input.
- If a candidate voluntarily discloses information that is not recommended to ask, individuals involved in the interview process should not ask any follow-up questions regarding that voluntarily disclosed information.
- If a candidate voluntarily discloses information that is not recommended to ask to some members of the search committee, but not others, those who received the information should not share it with anyone else involved in the process of making decisions regarding the search.
- Any information that a candidate voluntarily discloses, that is not recommended to ask, should not be taken into consideration when making decisions regarding the search.
- If a candidate informs anyone involved in the search process that they may need an accommodation for a disability in order to participate in any part of the search process, please provide that candidate with the contact information for the Office of Equity & Inclusion. Additionally if a candidate informs you or anyone else involved in the search/hiring process that they may need a reasonable accommodation for a disability upon being hired, please direct them to the OEI staff at (937.775.3207 or oei@wright.edu).

Topic	Acceptable	Not Recommended
Name	Name	Inquiry into any title which indicates race, color, religion, national origin, disability status, age, sex, pregnancy status, sexual orientation, gender, gender identity, military status, veteran status, or ancestry of the applicant
Address	Inquiry into place of and length at current address	Inquiry into any previous address(es)
Age	None (unless a bona fide occupational requirement, which must be approved by HR)	Any inquiry regarding age (unless a bona fide occupational requirement, which must be approved by HR), including the following: <ul style="list-style-type: none"> • Any request for a birth certificate or baptismal record prior to hire • Any inquiry which may reveal the date of high school graduation • Any other inquiry which may reveal an applicant’s age
Birthplace, National Origin or Ancestry	None	Any inquiry regarding birthplace, national origin and ancestry, including the following: <ul style="list-style-type: none"> • Any inquiry into place of birth

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		<ul style="list-style-type: none"> • Any inquiry into place of birth of parents, grandparents, spouse or partner. • Any other inquiry into national origin or ancestry.
Race, Ethnicity or Color	None	Any inquiry which would indicate race, ethnicity and/or color
Sex	None (unless a bona fide occupational requirement, which must be approved by HR)	Any inquiry which would indicate sex (unless a bona fide occupational requirement, which must be approved by HR)
Gender, Gender Expression and/or Gender Identity	None	Any inquiry which would indicate gender, gender expression and/or gender identity
Sexual Orientation	None	Any inquiry which would indicate sexual orientation
Height and/or Weight	None (unless a bona fide occupational requirement, which must be approved by HR)	Any inquiry which would indicate height or weight (unless a bona fide occupational requirement, which must be approved by HR)
Religion and/or Creed	None	<p>Any inquiry regarding religion and/or creed, including the following:</p> <p>Any inquiry which would indicate or identify religious denomination or custom or creed.</p>
Disability	Inquiries necessary to determine individual's ability to perform the essential functions of a position with or without a reasonable accommodation	<ul style="list-style-type: none"> • Any inquiry into past or current medical conditions • Any inquiry into Worker's Compensation or similar claims • Any inquiry that would indicate an individual's specific or type of disability • What type of accommodation a candidate currently needs or may have previously used
Citizenship	"Are you legally eligible to work in the United States?" (This may only be asked if it is asked of all applicants.)	<ul style="list-style-type: none"> • Any inquiry into citizenship (unless citizenship is a bona fide occupational requirement, which must be approved by Human Resources) • Any inquiry into visa status • Any inquiry about whether parents or spouse/partner are native-born or naturalized
Family Status	None	Inquiry or discussion about marital status, number and age of children, pregnancy, child care arrangements or maternity plans.
Arrest and Convictions	None	This is covered by university required background checks.

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Education	<ul style="list-style-type: none"> · Inquiry into nature and extent of academic, professional or vocational training · Inquiry into language skills, such as reading and writing of foreign languages, if job related 	<ul style="list-style-type: none"> • Any inquiry which would reveal the nationality or religious affiliation of a school • Inquiry as to what native language is or how foreign language ability was acquired
Relatives	None	Any inquiry about a relative which would be unlawful if made about the applicant
Organizations	Inquiry into membership in professional organizations and offices held, excluding any organization, the name or character of which indicates the race, color, religion, gender, national origin, disability, age, gender identity, sexual orientation, pregnancy status, military status, veteran status, or ancestry of its members	Inquiry into every club or organization where membership is held
Military Service	Human Resources may require military discharge verification after being hired	<ul style="list-style-type: none"> • Inquiry into military service in armed services • Request military service records • Inquiry into type of discharge
Work Schedule	Inquiry into willingness or ability to work required work schedule	Any inquiry into willingness or ability to work any particular religious holidays
Miscellaneous	Questions required to reveal qualifications for the job applied for	Non-job related inquiry which may elicit or attempts to elicit any information concerning race, color, religion, national origin, disability status, age, sex, pregnancy status, sexual orientation, gender, gender identity, military status, veteran status, or ancestry of an applicant for employment
References	General personal and work references which do not reveal a protected class status including the race, color, religion, gender, gender identity, military status, veteran status, national origin, disability, age or ancestry of the applicant	Request references specifically from clergy or any other persons who might reflect race, color, religion, national origin, disability status, age, sex, pregnancy status, sexual orientation, gender, gender identity, military status, veteran status, or ancestry of the applicant