

Non-Discriminatory Guidelines to Interviewing

The firm offers equal opportunity to individuals of ability without regard to race, gender, color, religion, ancestry, sexual orientation, age, disability, national origin, genetic predisposition or carrier status, marital, parental or veteran status, or any other category protected by law.

When interviewing, do not ask questions or make comments that might lead to or recognize any of the protected categories listed above.

Sample Non-Permissible Questions:

Age

- How old are your children?
- How old were you when you started working?
- Are you a baby boomer?
- When did you graduate high school/college?

Disability

- Have you ever been hospitalized?
- Have you ever been treated for alcohol/drug addiction?
- How many days of work did you miss last year due to illness?
- Have you ever received workers' compensation benefits?
- Do you have any physical limitations?

Gender

- Is your spouse planning on staying home with your children while you work?
- Is this your maiden name?
- Are you planning to have children?
- Are you planning to work after you have children?

National Origin

- Did you grow up in Britain?
- Where were you born? Where is your family from?
- Are you a U.S. citizen?