



Do and Don't Interview Questions

QUESTIONS YOU CAN ASK IN AN INTERVIEW:

There are questions you **CAN** ask that will get you most, if not all, of the information you need in order to make an informed decision on your potential candidate without risk of being in violation of the law.

- Are you legally authorized to work in the US?
- Are you over the age of 18?
- Where do you see yourself in 5 or 10 years? or What are your long-term career goals?
- What languages do you read, write or speak fluently?
- Are there any days or times you would not be available to work on a regular basis?
- Our expected work hours are (x). Do you have any obligations that would prevent you from attending work during those hours?
- Do you have reliable transportation?
- Are you able to start work at (x) every day?
- While we put high value on quality of life and reasonable work hours, there may be times when you will be required to work longer than typical workday hours. Would that be an issue?
- Have you ever been disciplined for violating company policies regarding the use of alcohol or tobacco products?
- What are some of your hobbies?
- The work duties can include lifting up to (x) pounds, walking the facility, conducting inventory audits. Are you physically able to perform these duties?

QUESTIONS NOT TO ASK IN ANY INTERVIEW:

Asking questions that relate to a candidate's age, race, ethnicity, color, gender, sex, sexual orientation or gender identity, country of origin, country of residence, marital status, number of children, disability or criminal history can increase your risk of being in violation of the law. With that in mind, here are some questions to **AVOID** asking:

- Are you a US Citizen?
- How old are you?
- What year did you graduate high school / college?
- What is your native language? or That's an interesting accent. Where are you from originally?
- What religion / political affiliation do you ascribe to?
- What religious holidays do you observe?
- What kind of car do you drive?
- How far is your commute?
- Do you have children or plan to have any?
- Do you smoke or drink or take illegal narcotics?
- Are you in good physical condition?
- Do you have any disabilities?



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ADDITIONAL SUGGESTIONS:

Here are some additional suggestions for questions you might ask in an interview:

- Can you elaborate on what ended your relationship with your previous two employers?
- Can you tell me about a situation in a previous job where you recognized an opportunity to improve an aspect of their operation and how you went about creating and implementing the solution?
- What is a recent accomplishment in a previous job that you are particularly proud of?
- Knowing what you know about our company and the role for which you are applying, what would you like to accomplish in your first week if you were brought on board?
- Assuming I don't know anything about technology, what are the advantages of working with a cloud-based ERP system versus a legacy platform in general? What do you foresee the specific advantages would be for our company?