

# QUICK Q&A

## Answers to not-so-common questions

*Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.*

### **Q. Are there questions we should avoid in an interview?**

**A.** While many employers are in a rush to hire, it's important not to bypass the importance of the interview process. In addition to having a job description for an open position, interviewers should identify a list of questions to ask all candidates for the same position. Without an interview roadmap, a well-intentioned conversation can go off course, and a candidate could walk away with an unfavorable impression of your company. Worse yet, they may view the interview process as discriminatory.

Information about past experience, education and job skills are fair game and help a business assess a candidate's strengths and qualifications for the position. Questions the Equal Employment Opportunity Commission (EEOC) recommends avoiding are those that address.

- age,
- race,
- ethnicity,
- color,
- gender,
- sex/sexual orientation/gender identity,
- country of origin,
- birthplace,
- religion,

- disability,
- marital status,
- family status,
- salary history (in some states),
- genetic information, and
- pregnancy.

The list of interview topics to avoid also applies to applications, reference checks and other applicant communications. Candidates who believe they have been discriminated against at any point during the recruiting process have a right to file a complaint with the EEOC.

How you recruit for open positions is a reflection of your company brand. With a little preparation, you have the opportunity to showcase your company and make a favorable impression that lasts.

Contact us at [HRconsulting@bukaty.com](mailto:HRconsulting@bukaty.com) to learn how Bukaty Companies can help develop a best-in-class interview process or even manage your [recruiting](#) from start to finish.

## Helpful Resources

[Help with disability-related inquiries](#)

Got an HR question? Let us know how we can help at [HRconsulting@bukaty.com](mailto:HRconsulting@bukaty.com).

**Our HR Consulting team has the solutions your business needs.**

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