

# Topics to Avoid & Questions to Ask Instead

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## Why do we avoid certain topics?

When interviewing job candidates, employers should stay focused on the job being interviewed for and determine if candidates meet the criteria for that position. Anything beyond that could be venturing into unwelcome and potentially litigious territory. As a general rule, avoid questions that could relate to discrimination on any level.

## General Topics To Avoid

- Age
- Race
- Ethnicity
- Gender/Sex
- Sexual orientation or Gender Identity
- Country of origin
- Birthplace
- Religion
- Disability
- Marital status
- Family status
- Pregnancy
- Alcohol/drug consumption
- dating life
- High school/college graduation date
- Prior or current medical history
- Financial status
- Height/weight
- Unemployment status
- Citizenship
- Unrelated Questions

## Questions that can be asked Instead



- Are you capable of completing all required tasks for this position?
- Can you perform the job, with or without a reasonable accommodation?
- We are currently hiring for [insert location country or state], are you legally eligible to work in this location?
- Will you be able to work the hours and days required for this position?
- Do you have a high school diploma or equivalent? What university or college degrees do you have?
- Do you have any leave or vacation planned?
- We ask for professional references, who are the people you would provide as references and what do you think they will say about you?

# QUESTION'S CANDIDATE'S ASK

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## POSITION SPECIFIC

- How could someone in this position contribute to the company's success?
- What do you expect the employee in this position to achieve in their first 30, 60 and 90 days?
- Are there opportunities for professional development and training in this position?
- Where have successful employees previously in this position progressed to?
- Can you provide an example of a project a new employee may undertake in this position?
- What are the biggest challenges that someone in this position would face?
- Do you expect the main responsibilities for this position to change in the next six months to a year?

## TEAM/DEPARTMENT

- How do team members collaborate in this department?
- What are the team's biggest strengths and challenges?
- Which other departments work most closely with this one and how?
- How would you describe the team culture?
- How would you describe the management style of who I'll be reporting to?

## COMPANY

- How would you describe the company's culture and values?
- How does the company define and measure success?
- What distinguishes this company from its competitors?
- What are the current goals that the company is focused on, how does this team work to support hitting those goals?
- What direction do you see this company heading in over the next few years?
- What gets you most excited about the company's future?
- How has the company recognized employees in the past?