

## EMPLOYMENT INQUIRIES WHAT CAN EMPLOYERS ASK APPLICANTS AND EMPLOYEES?

ACCEPTABLE	SUBJECT	UNACCEPTABLE
<ul style="list-style-type: none"> <li>▪ Statement of policy of university's vaccination policy.</li> </ul>	<p><b>VACCINATION STATUS</b></p>	<ul style="list-style-type: none"> <li>▪ Questions regarding COVID vaccination status.</li> <li>▪ Questions as to whether or not individual is immunocompromised.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Name</li> </ul>	<p><b>NAME</b></p>	<ul style="list-style-type: none"> <li>▪ Maiden name</li> </ul>
<ul style="list-style-type: none"> <li>▪ Place of residence.</li> </ul>	<p><b>RESIDENCE</b></p>	<ul style="list-style-type: none"> <li>▪ Questions regarding owning or renting.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Statements that hire is subject to verification that applicants meet legal age requirements.</li> </ul>	<p><b>AGE</b></p>	<ul style="list-style-type: none"> <li>▪ Age.</li> <li>▪ Birth date.</li> <li>▪ Date of attendance or completion of school.</li> <li>▪ Questions which tend to identify applicants over 40.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Statements or inquiries regarding verification of legal right to work in the United States.</li> <li>▪ Verification required for business necessity (<i>e.g., travel reimbursements</i>).</li> </ul>	<p><b>BIRTHPLACE CITIZENSHIP</b></p>	<ul style="list-style-type: none"> <li>▪ Birthplace of applicant or applicant's parents, spouse or other relatives.</li> <li>▪ Requirements that applicant produce naturalization or alien card prior to employment.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Language(s) applicant reads, speaks or writes <i>if use of a language other than English is relevant to the job for which applicant is applying.</i></li> </ul>	<p><b>NATIONAL ORIGIN</b></p>	<ul style="list-style-type: none"> <li>▪ Questions as to nationality, lineage, ancestry, national origin, or the descent or parentage of applicant, applicant's spouse, parent or relative.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Statement by employer of regular days, hours or shifts to be worked.</li> </ul>	<p><b>RELIGION</b></p>	<ul style="list-style-type: none"> <li>▪ Questions regarding applicant's religion.</li> <li>▪ Religious days observed.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Name and address of parent or guardian <i>if applicant is a minor.</i></li> <li>▪ Statement of policy regarding work assignment of employees who are related.</li> </ul>	<p style="text-align: center;"><b>GENDER</b> <b>MARITAL STATUS</b> <b>FAMILY</b></p>	<ul style="list-style-type: none"> <li>▪ Questions to indicate applicant's sex, marital status, number/ages of children or dependents</li> <li>▪ Questions regarding pregnancy, childbirth, or birth control.</li> <li>▪ Name or address of relative, spouse, or children of adult applicant.</li> </ul>
	<p style="text-align: center;"><b>ETHNICITY</b> <b>COLOR OF SKIN</b> <b>SEXUAL ORIENTATION</b> <b>GENDER IDENTITY</b></p>	<ul style="list-style-type: none"> <li>▪ Questions regarding applicant's race or ethnicity.</li> <li>▪ Questions regarding applicant's skin color, eye color, or complexion.</li> <li>▪ Questions regarding applicant's sexual orientation or gender identity.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Statement that a photograph may be required after employment.</li> </ul>	<p style="text-align: center;"><b>PHYSICAL DESCRIPTION</b> <b>PHOTOGRAPHS</b> <b>FINGERPRINTS</b></p>	<ul style="list-style-type: none"> <li>▪ Questions as to applicant's height or weight.</li> <li>▪ Requiring applicant to affix a photograph to application or submit one at their option.</li> <li>▪ Requiring photograph after interview but before employment.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Employer may inquire if applicant can perform job-related functions.</li> <li>▪ Statement that employment offer may be made contingent upon passing a job-related mental/physical examination.</li> </ul>	<p style="text-align: center;"><b>MENTAL OR PHYSICAL DISABILITY</b> <b>MENTAL CONDITION)</b></p>	<ul style="list-style-type: none"> <li>▪ Any inquiry into the applicant's general health, medical condition, or mental and physical disability.</li> <li>▪ Requiring a psychological or medical examination of any applicant.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Job-related questions about convictions, except those convictions which have been sealed, or expunged, or statutorily eradicated.</li> </ul>	<p style="text-align: center;"><b>ARREST CRIMINAL RECORD</b></p>	<ul style="list-style-type: none"> <li>▪ General questions regarding arrest record.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Questions regarding relevant skills acquired during U.S. military service.</li> </ul>	<p style="text-align: center;"><b>MILITARY SERVICE</b></p>	<ul style="list-style-type: none"> <li>▪ General questions regarding military service, such as dates or types of discharge</li> <li>▪ Questions regarding service in a foreign military</li> </ul>
<ul style="list-style-type: none"> <li>▪ Requesting lists of job-related organizations, clubs or professional societies omitting indications of protected bases.</li> </ul>	<p style="text-align: center;"><b>ORGANIZATIONS ACTIVITIES</b></p>	<ul style="list-style-type: none"> <li>▪ General questions regarding organizations, clubs, societies and lodges</li> </ul>
<ul style="list-style-type: none"> <li>▪ Name of persons willing to provide professional and/or character references for applicant.</li> </ul>	<p style="text-align: center;"><b>REFERENCES</b></p>	<ul style="list-style-type: none"> <li>▪ Questions of applicant's former employers or acquaintances which elicit information specifying applicant's race, etc.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Name and address of person to be notified in case of accident or emergency.</li> </ul>	<p style="text-align: center;"><b>NOTICE IN CASE OF EMERGENCY</b></p>	<ul style="list-style-type: none"> <li>▪ Name, address and relationship of relative to be notified in case of accident or emergency</li> </ul>