

### Guidelines for Interview Questions

This guide is meant to assist recruitment committee members to navigate the interview process and to assess a candidate's potential and ability to contribute to the campus's inclusive climate.

It is appropriate to indicate to candidates that UC Davis is an inclusive campus that values the intellectual richness resulting from a diverse range of interests, abilities, life experiences, and world views, and that UC Davis students in particular represent a broad range of ethnic, social, economic, and cultural backgrounds. It is imperative that faculty be able to respond to the range of experiences and needs of the students. Therefore, the candidate's potential to address the ethnic and gender diversity of UCD students and of the State and region, is a key dimension of the search process. It is appropriate to inquire consistently of all candidates:

- Their level of experience teaching students of diverse racial and cultural backgrounds, including classroom strategies or the inclusion of specific subject matter content.
- The degree to which attention to race and gender inclusiveness is incorporated in research/creative activity.
- Experiences or interests promoting equal educational opportunities through outreach and service activities.

The table below provides a specific guide to acceptable as well as unacceptable areas of general inquiry, and the reasons why some questions are unacceptable.

Area of Inquiry	Acceptable Areas of Inquiry	Unacceptable Areas of Inquiry	Reason Why
Name	To ask if an applicant's work records are under another name, for purposes of access to those records.	To ask the ethnic origin of an applicant's name.  To ask if a woman is a Miss, Mrs. or Ms.  To request applicant to provide maiden name.	Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX
Address/Housing	To ask for an applicant's address, phone number, and/or how s/he can be reached.	To request place and length of current and previous addresses.	
Age	After hiring: to require proof of age by birth certificate.  To indicate the minimum legal age for specific type of employment.	To ask age or age group of applicant.  Before hiring: to request birth certificate or baptismal certificate.	Age Discrimination in Employment Act of 1967; Age Discrimination Act of 1975
Race/Color/ National Origin/ Ethnicity	To indicate that the institution is an equal opportunity employer.  To ask race and/or national origin for Affirmative Action plan statistics.*	To use any indication of race, color, or national origin as the basis for either hiring or disqualifying a candidate, unless job related.	Title VII and California Constitution, Article I, Section 31

<b>Area of Inquiry</b>	<b>Acceptable Areas of Inquiry</b>	<b>Unacceptable Areas of Inquiry</b>	<b>Reason Why</b>
Sex/Gender	To indicate that the institution is an equal opportunity employer. To ask gender for Affirmative Action plan statistics.*	To use any indication of gender as the basis for either hiring or disqualifying a candidate, unless job related.	Title VII and Title IX, and California Constitution, Article I, Section 31
Religion/Creed	To state normal hours and days of work required by the job to avoid possible conflict with religious convictions.	To ask an applicant's religion or religious customs and holidays. To request recommendations from church officials.	Title VII
Sexual Orientation	To indicate that the institution prohibits discrimination on the basis of sexual orientation.	To inquire about sexual orientation.	UC Nondiscrimination Policy
Citizenship	To ask ALL applicants if they are legally authorized to work in the United States.	To ask for date of citizenship or whether applicant is native-born or naturalized citizen. To ask if parent or spouse/partner is native-born or naturalized.	Title VII
Marital/ Parental/Family Status	After hiring: to ask marital and parental status for insurance and tax purposes. After hiring: to ask name, relationship, and address of person to be notified in case of emergency.	To ask the number and/or age of children, who cares for them, and if applicant plans to have more children.	Title VII and Title IX
Education	To ask if the applicant has the academic, professional, or vocational training required for the job, and to ask which institution provided it. To ask about language skills such as reading and writing foreign languages, if job related.	To ask the racial or religious affiliation of schools attended. To ask how foreign language ability was acquired.	
Criminal Record	To inquire about convictions if the reason for the inquiry is a business necessity.	To inquire about arrests.	
References	To request general and work	To request references	

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	references not relating to race, color, religion, sex, national or ethnic origin, age, disability, marital status, or veterans' status.	specifically from clergy or any other persons who might reflect race, color, religion, sex, national or ethnic origin, age, disability, marital status, or veterans' status.	
Organizations	To inquire about professional organizations, union memberships, and any offices held, if job related.	To request listing of all clubs to which an applicant belongs or has belonged.	
Photographs	After hiring: to require photographs for identification purposes.	Before hiring: to request photographs.	
Work Schedule	To ask about willingness to work the required work schedule.  To ask if applicant has military reservist obligations.	To ask about willingness to work any particular religious holiday.	
Physical Data	To require proof of ability to do manual labor, lifting, and other written physical requirements if necessary for the job.	To ask height and weight, impairment, or other non-performance related physical data.	
Disability	To ask if the applicant is capable of performing the essential functions of the job with or without reasonable accommodation.	To exclude disabled applicants as a class on the basis of the type of disability.  Before hiring: to initiate questions regarding specific accommodations needed.	Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Other Qualifications	To inquire about any area that has direct relevance to the job.	To inquire about political affiliation.  To make any inquiry not related to a bona fide requirement of the job that may present information permitting unlawful discrimination.	

\*At UC Davis, sex and ethnic data are collected from applicants using a self-identification form. This form is kept separate from the individual's application materials, and the data are not provided to the hiring authority.