EEOC Interview Guidelines

The University of Alabama provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, or veteran status.


For additional information, visit http://eop.ua.edu/law.html.

The following is a list of legal restrictions on employment application inquiries as mandated by the EEOC. Be sure to review this list carefully when preparing interview questions. For additional guidance, contact your HR Partner.

- **Name**: You may not ask an applicant about names used previously (e.g.: maiden name), including usage of Mr., Mrs., Ms., etc., or for information that indicates the applicant’s marital status, sex, national origin, or ancestry.
- **Height and Weight**: You may not ask an applicant for this information unless there is a job-related restriction (as qualified by BFOQ) or if it would screen out a disproportionate number of minorities.
- **Age**: You may not ask an applicant for this information, unless you are interviewing a minor.
- **Religion**: You may not ask for any information regarding an applicant’s beliefs or religious practices.
- **Citizenship**: You may ask if the applicant to provide proof of his/her legal right to work in the US. You may not ask an applicant for date of citizenship, whether the applicant is naturalized or native-born, a citizen of another country, or for a naturalization number.
- **National Origin**: You may not ask an applicant about their lineage, maiden name (for herself, wife or mother), or languages they use. You may lawfully ask an applicant what foreign languages he/she speaks, reads, or writes fluently, but not how they acquired the ability to do so.
- **Education**: You may not ask an applicant for dates of attendance and graduation from various schools. You may ask an applicant for the name and location of the institution they attended, what coursework they completed, and if they graduated.
- **Military Background**: You may not ask the applicant what branch of military they served in or what type of discharge they received.
- **Arrest Records**: You may not ask an applicant for this information unless the employer can demonstrate that certain crimes are related to the functions and responsibilities of the job.
- **Relatives**: You may not ask an applicant to list names/addresses of relatives, unless you are asking about relatives that are currently employed at the same company.
- **Sex/Gender**: You may not ask an applicant any questions regarding their sex/gender.
- **Physical Handicap or Disabilities**: You may not ask an applicant if they have previously received workers’ compensation for any reason. You may ask an applicant if they are able to perform the essential functions of the job with or without reasonable accommodation.
- **Marital Status**: You may not ask an applicant for any information regarding their marital status.
- **Housing**: You may not ask an applicant if he/she owns rents or leases a house.