

Job Relevance is the Key Factor

Your interview questions should be designed to determine the candidate's capability to perform the essential functions of the job. **The topics listed below are not required to be included in any interview.** They are only mentioned here to assist managers in planning interview questions.

- Ask candidates only about the essential skills and qualifications required, and focus on how each candidate has performed similar jobs in the past.
- Do not make assumptions about your candidate's ability or disability.
- Some candidates will volunteer information that you would prefer not to know. The best way to handle this situation is to not pursue it, nor to make note of it.
- Use your carefully planned interview questions for all candidates to maintain consistency and equal treatment of all who apply.

Here are some examples:

| Topic | DO NOT Ask | CAN Ask (only if necessary) |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age | <p>"How old are you?"</p> <p>"What's your date of birth?"</p> | "If hired, can you produce proof that you are 18 years of age or older?" |
| Criminal Record | "Have you ever been arrested?" | <i>Miller Pipeline would prefer you don't ask anything about this. Necessary information will be obtained about the employee during pre-employment screening.</i> |
| Culture/National Origin | <p>"Where did you grow up?"</p> <p>"Where did your parents come from?"</p> | "If hired, can you provide proof of your legal right to work in the U.S.?" |
| Disability | <p>"Do you walk with a cane all the time?"</p> <p>"Did you have polio as a child? It seems like you're limping."</p> <p>"How long have you been disabled?"</p> | <p>"Can you perform the essential functions of this job, with or without reasonable accommodation?"</p> <p>"How would you perform this part of the job?"</p> |

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|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic | DO NOT Ask | CAN Ask (only if necessary) |
| Gender/Sex | <p>“Since you’re a woman, you will need to do really well on the fit test to prove yourself.”</p> <p>“You look really strong. I bet you were a wrestler in high school.”</p> | <i>Miller Pipeline would prefer you don't ask anything about this topic.</i> |
| Marital/Family Status | <p>“Are you married?”</p> <p>“How many kids do you have?”</p> | <p>“This job requires you to travel overnight about 2 days per week and to attend out-of-town conferences once per month. Does this travel schedule present any problems for you?”</p> <p>“Can you tell me about your attendance and punctuality at your previous job?”</p> |
| Personal | <i>Do not ask any questions related to appearance, home ownership, and personal financial situation.</i> | <i>Miller Pipeline would prefer you don't ask anything about this topic.</i> |
| Race | <i>Do not ask any questions about race or color.</i> | <i>Miller Pipeline would prefer you don't ask anything about this topic.</i> |
| Religion | <p>“Are you religious?”</p> <p>“Where do you go to church?”</p> | <i>If Saturday or Sunday is a required work day, you may ask candidates if they are OK working on those days.</i> |