



Illegal Interview Questions

Avoid discussing the below topics during the interview process:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

**When creating interview questions a good rule of thumb is to ask yourself, “Is this question related to the job or job requirements?” If your answer is “no,” you may want to eliminate that question.



How do I develop good interview questions?

- Use the job description as a guide
- Ask open-ended questions; avoid “yes” or “no” questions.
- Ask general questions about their interest in the job and in Doane College
- Base questions off of their past experiences; a good predictor of future performance is the past.
- Ask questions about previous jobs held, including what they enjoyed most and the least and why they left the position.
- Ask the same questions to all applicants