



ON-CAMPUS EMPLOYMENT – STUDENT ASSISTANT

INTERVIEW GUIDELINES

NAME	<ul style="list-style-type: none"> ☞ Name 	<ul style="list-style-type: none"> ☞ Inquiry into any title which indicates race, color, religion, sex, national origin or ancestry.
ADDRESS	<ul style="list-style-type: none"> ☞ Inquiry into place and length of current and previous addresses. 	<ul style="list-style-type: none"> ☞ Specific inquiry into foreign addresses which would indicate national origin.
AGE	<ul style="list-style-type: none"> ☞ Request proof of age in form of work permit issued by school authorities. ☞ Require proof of age by birth certificate after hiring. 	<ul style="list-style-type: none"> ☞ Require birth certificate or baptismal record before hiring.
BIRTHPLACE OR NATIONAL ORIGIN		<ul style="list-style-type: none"> ☞ Any inquiry into place of birth. ☞ Any inquiry into place of birth of parents, grandparents or spouse. ☞ Any other inquiry into national origin.
RACE OR COLOR		<ul style="list-style-type: none"> ☞ Any inquiry which would indicate race or color.
SEX		<ul style="list-style-type: none"> ☞ Any inquiry which would indicate sex.
RELIGION/CREED		<ul style="list-style-type: none"> ☞ Any inquiry to indicate or identify denomination or customs. ☞ May not be told this is a Protestant (Catholic or Jewish) organization. ☞ Request pastor's recommendation or reference.
CITIZENSHIP	<ul style="list-style-type: none"> ☞ Whether a U.S. citizen ☞ If not, whether intends to become one ☞ If U.S. residence is legal ☞ If spouse is a citizen ☞ Require proof of citizenship after being hiring 	<ul style="list-style-type: none"> ☞ If native-born or naturalized ☞ Proof of citizenship before hiring ☞ Whether parents or spouse are native-born or naturalized.
PHOTOGRAPHS	<ul style="list-style-type: none"> ☞ May be required after hiring for identification purposes 	<ul style="list-style-type: none"> ☞ Request photograph before hiring
EDUCATION	<ul style="list-style-type: none"> ☞ Inquiry into what academic, professional or vocational schools 	<ul style="list-style-type: none"> ☞ Any inquiry asking specifically the nationality,

	<p>attended.</p> <p>☞ Inquiry into language skills, such as reading and writing of foreign languages</p>	<p>racial or religious affiliation of a school.</p> <p>☞ Inquiry as to what is mother tongue or how foreign language ability was acquired, unless necessary for job.</p>
RELATIVES	<p>☞ Inquiry into name, relationship and address of person to be notified in case of emergency</p>	<p>☞ Age inquiry about a relative which is unlawful</p>
ORGANIZATION	<p>☞ Inquiry into organization memberships, excluding any organization, the name of character of which indicates the race, color, relation, sex, national origin</p>	<p>☞ Inquiry into all clubs and organizations where membership is held.</p>
MILITARY SERVICE	<p>☞ Inquiry into service in U.S. Armed Forces, rank attained, or branch of service</p> <p>☞ Require military discharge certificate after being hired</p>	<p>☞ Inquiry into military service in armed service in any country but U.S.</p> <p>☞ Request military service records.</p>
WORK SCHEDULE	<p>☞ Inquiry into willingness to work required work schedule</p>	<p>☞ Any inquiry into willingness to work any particular religious holiday</p>
OTHER QUALIFICATIONS	<p>☞ Any questions that has direct reflection on the job to be applied for</p>	<p>☞ Any non-related inquiry that may present information</p>
REFERENCES	<p>☞ General personal and work references not relating to race, color, religion, sex national origin or ancestry</p>	<p>☞ Request references specifically from clergymen and any other persons who might reflect race, color, religion, sex, national origin or ancestry of applicant</p>

* Any inquiry is forbidden which, although not specifically listed among the above, is designed to elicit information as to race, color, religion, sex, national origin or ancestry in violation of the law. As a general rule of thumb, ask questions which relate to performance of duties, and which are asked of all applicants consistently.