

EEO POINTERS FOR INTERVIEWING

1. A fair employment interview has two main features: consistency and job relatedness.
2. All applicants for a job must be met with the same line of questioning.
3. If a job has special requirements, state the special conditions associated with the job and ask if there would be any problems.
4. If a job really requires some type of special experience, the law certainly is not going to stand in the way of a company requiring it of its applicants.
5. You can direct job-related questions to three areas of an applicant's background: education, work experience, and outside activities.
6. Straightforward questions are fine as long as they are job-related and used consistently.
7. If you're going to use education as a requirement for hiring or promotion, the educational requirement has to be clearly related to the ability of someone to successfully perform the job.
8. Not all personal questions are out of bounds, but those that are used must be clearly job-related and used consistently.
9. If an applicant wishes to discuss his or her activities in a group with religious or political sponsorship, limit the discussion to job-related experience.