

## Interview Questions Do's and Don'ts

	<b>ALLOWED</b>	<b>PROHIBITED</b>
Name	Name	Inquiry into any title which indicates race, color, religion, gender, national origin, disability, age, veteran status, ancestry, or sexual orientation.
Residence	Inquiry into place and length at current address.	Inquiry into any foreign addresses which indicate national origin, unless it represents current address.
Age	If Hired, can you offer proof that you are at least 18 years of age?	A. Requiring birth certificate before hiring. B. Any inquiry which may review the date of high school graduation. C. Any other inquiry which may reveal whether applicant is at least 40 years of age.
Citizenship or Nationality	Can you show proof of your eligibility to work in the U.S.? Are you fluent in any languages other than English? You may ask the second question only as it relates to the job being sought.	A. Any inquiry into place of birth. B. Any inquiry into place of birth of parents, grandparents or spouse. C. Any other inquiry into national origin or ancestry. D. Are you a citizen of the U.S.?
Race or Color	None	Any inquiry which would indicate race or color.
Gender/Sexual Orientation	None	A. Any inquiry which would indicate gender or sexual orientation. B. Any inquiry made of members of one gender, but not the other.
Height and Weight	Inquires as to ability to perform actual job requirements.	Being a certain height or weight will not be considered to be a job requirement unless the employer can show that no employee with the ineligible height or weight could do the work.
Religion – Creed	None	A. Any inquiry which would indicate or identify religious denomination or custom. B. Applicant may not be told any religious identity or preference of the employer. C. Request pastor's recommendation or reference.
Disability	Identify essential job	A. Any inquiry into past or current medical conditions.

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	requirements and working conditions, and inquire whether candidate can perform them.	B. Any inquiry into Worker's Compensation or similar claims. C. Any inquiry into need for accommodations unless requested by candidate.
Photographs	May be required after hiring for identification.	Require photograph before hiring.
Personal	None	Inquiry or discussion about marital status, number and age of children, pregnancy, child care arrangements or maternity plans.
Arrest and Convictions	Inquires into <u>convictions</u> of specific felonies related to qualifications for the job applied for.	Any inquiry which would reveal arrests without convictions or convictions unrelated to job duties. Background checks upon offer of employment are permitted.
Education	A. Inquiry into nature and extent of academic, professional or vocational training. B. Inquiry into language skills, such as reading and writing of foreign languages, if job related.	A. Any inquiry which would reveal the nationality or religious affiliation of a school. B. Inquiry as to what native language is or how foreign language ability was acquired, unless job related.
Relatives	Name(s) of relative(s) currently employed by UTA. Inquiry into name, relationship and address of person to be notified in case of emergency.	Any inquiry about a relative which would be unlawful if made about the applicant.
Organizations	Inquiry into membership in professional organizations and offices held, excluding any organization, the name or character of which indicates the race, color, religion, gender, national origin, disability, age or ancestry of its member.	Inquiry into every club organization where membership is held. If membership is volunteered and relevant to the job, further inquiry is allowed.

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Military Service	<p>A. Inquiry into service in U.S. Armed Forces when such service is a qualification for the job.</p> <p>B. Require military discharge certificate after being hired.</p>	<p>A. Inquiry into military service in armed service of any country but U.S.</p> <p>B. Request military service records.</p> <p>C. Inquiry into type of discharge.</p>
Work Schedule	Inquiry into willingness or ability to fulfill required work schedule.	Any inquiry into willingness or ability to work any particular religious holidays.
Miscellaneous	Any questions required to reveal qualifications for the job applied for.	Any non-job related inquiry which may elicit or attempts to elicit any information concerning race, color, religion, gender, national origin, disability, age or ancestry of an applicant for employment or membership.
References	General personal and work references.	Request references specifically from clergy or other persons who might reflect race, color, religion, gender, national origin, disability, age or ancestry of applicant.

\*ADA question contact the UT Arlington EOS office.

### **Sample questions about Inclusive Teaching and Learning**

1. What is your basic teaching philosophy?
2. What do you see as the basic function of undergraduate education
3. What would you do to get to know your students – the backgrounds and experiences they bring to class that influence how they learn from you?
4. Describe the repertoire of teaching methods you would use in order to help you work effectively with diverse groups of students?
5. What strategies for successful learning do you share with students?
6. Is the content of your course such that it acknowledges and incorporates diverse experiences and perspectives? Could it be?
7. How do you want to be perceived by your students?
8. What courses in graduate school did you enjoy most and find helpful in preparing to teach? Why?
9. What are your teaching strengths/ weaknesses?
10. What does the term Equitable Class Participation mean to you?
11. How do you develop good student/professor relationships?
12. What new courses could you introduce? What other ways do you see yourself contributing to our department?
13. How do you propose to balance teaching, research, and service in your career?

### **Sample Questions on the Understanding of Gender Issues**

1. Sometimes women students don't participate as much as men. What have you done to encourage women to participate in your classes? Has it worked?
2. Approximately how many men have you nominated for fellowships, awards, and prizes? How many women?
3. Have you had teaching or research assistants in the recent past? How many were women?
4. How have you encouraged women students to enter traditionally male fields?
5. What has been your experience with faculty or student hostility to women and women's issues? What was your response?
6. Have any students ever complained to you about sexual harassment or discrimination in any work with professors or staff? If so, how did you respond?

### **Sample questions about Writing across the Curriculum for those teaching core courses.**

1. Why do you use writing in your courses, and how do you think writing promotes learning in your discipline?
2. What issues do students seem to struggle with, in their writing for your courses?
3. What frustrates you about student writing?
4. How do you assess student writing? What are you looking for in student writing and how do you communicate this to students?

### **Sample questions about Research**

1. Why did you decide to pursue a doctorate in your field?
2. How did you choose your dissertation topic?
3. Do you plan to revise your dissertation for publication?
4. Describe your research. Who are some of the leading scholars in your field? How would you situate your work in relation to theirs?
5. Where do you see your research going? What do you plan to look at next?
6. What types of equipment will you need to continue your research?
7. How can you involve undergraduates in your research? What types of research projects would you have them work on?

### **Sample questions about Extra Curricular Activities and University Service**

1. At UTA, as at other institutions, there are opportunities for service at the department, colleges, and university levels. Have you thought about types of service you might eventually like to be involved in?
2. Studies show that retention rates improve when faculty interact with students outside the academic setting. Do you see a role for yourself in this student's extra-curricular activities?