

City of Statesboro
Department of Human Resources

THE CITY OF STATESBORO IS AN
EQUAL OPPORTUNITY MUNICIPALITY

DO'S AND DON'T'S

WHAT AN INTERVIEWER MAY ASK

1. Any information on the application for further review.
2. Why applicant left former employer.
3. Do you have any objection if we check with your former employer(s) for references?
4. What kind of references the applicant would receive from former employer(s)?
5. What the applicant's prior job duties consisted of.
6. What the applicant liked/disliked about his/her prior job.
7. What kind of job duties the applicant is interested in?
8. What hours and days the candidate is available or unavailable to work.
9. What applicant feels, in terms of self-evaluation, are his/her strengths and weaknesses for present job (also could be asked for prior jobs held).
10. Allow the applicant to mention and discuss what he/she feels is relevant to the job he/she is applying for.
11. Describe your approach to making decisions and solving problems.
12. How would you describe your management style? How would your employees describe your management style?
13. How do you assess priorities?
14. How do you persuade others to get what you want?
15. What does the "open door" policy mean to you? Do you think it works?
16. What do you typically do when you hear of a problem in your area?

WHAT AN INTERVIEWER MUST NOT ASK

1. Do not ask the applicant about the origin of his/her parents or other questions which might imply national origin/ethnicity.
2. Do not ask the applicant what church he/she attends or the name of his/her priest, rabbi, or minister.
3. Do not ask the applicant what religious holidays he/she observes.
4. Do not ask the applicant how many children he/she has.
5. Do not ask the applicant his/her age or ages of any children.
6. Do not ask the applicant if she is pregnant.
7. Do not ask the applicant about marital status.
8. Do not ask who will take care of the children while the applicant is working.
9. Do not ask the applicant where a spouse or parent works or resides.
10. Do not ask the applicant if the spouse, boyfriend, girlfriend is attending school or what their plans are after graduation.
11. Do not ask the applicant if he/she owns or rents their place of residence.
12. Do not ask the applicant the name of his/her bank or any information as to the amount of loans outstanding.
13. Do not ask the applicant whether he/she was ever arrested.
14. Do not ask the applicant what foreign language he/she can speak, read or write (unless job related).
15. Do not write anything subjective on the application form.
16. Do not ask what clubs or organizations the applicant may belong to.

ANY INQUIRY SHOULD BE AVOIDED THAT, ALTHOUGH NOT
SPECIFICALLY LISTED ABOVE, IS DESIGNED TO ELICIT INFORMATION
UNRELATED TO THE JOB DESCRIPTION RESPONSIBILITIES OR THAT MAY CONFLICT
WITH THE CITY'S EQUAL EMPLOYMENT POLICY