

Compliance Guidelines:

Supervisor, Department Chairs, Search Committees & Faculty

Protected Category	Appropriate	Inappropriate
Race/Color	None	Any inquiry which would indicate race or color
Sex	None	Any inquiry made of members of one sex, but not the other. Any inquiry concerning candidate's height or weight
Gender/Sexual Orientation	None	Any inquiry which would indicate gender or sexual orientation
National Origin/Citizenship	What languages do you speak fluently? Do you currently have authorization to work in the US? Do you require employer sponsorship?	Any inquiry into name, citizenship, visa status, place of birth, place of birth of relatives, language used at home, address or duration of residence, national origin or ancestry
Religion	None	Any inquiry which would indicate or identify religious denomination or beliefs
Marital/Family Status	Have you ever worked under a different name?	Any inquiry or discussion about marital status, children, pregnancy, child care arrangements, family plans, maiden name
Military Service	Type of education and experience as it relates to job	Any inquiry into type of discharge or request of military service records
Age	None	Any inquiry which may reveal applicant's age, requiring birth certificate or proof of age
Disability	Can you perform all of the essential job functions with or without a reasonable accommodation? Contact EO Office for more information on handling accommodations.	Any inquiry into current or past disability or illness, need for accommodations (unless requested by candidate), Worker's Compensation claims or past on-the-job injuries
Photograph	None	A photograph should not be requested or obtained of any candidate
Convictions/Arrests	Inquiries into convictions of felonies related to qualifications of the job	Any inquiry relating to arrests, contact HR for next steps or background check procedures.
Medical or Genetic Information	Can you perform all of the essential job functions with or without a reasonable accommodation?	Any inquiry into current or past illness, medical/genetic information is not appropriate

Questions?