Dear ____________________________________,

Thank you for participating in the search process for the _____________ position. When meeting with the candidates, it is important that you are aware of topics that are inappropriate to discuss. Please take time to review the Guidelines for Recruiting a Diverse Workforce, specifically pages 23-24 (link below). The guidelines provide detailed information about topics that would require a candidate to reveal information related to membership in a protected group.

Below is a short list of example questions that should not be asked of candidates:

• Are you married? Divorced?
• If you’re single, are you living with anyone?
• How old are you?
• Do you have children? If so, how many and how old are they?
• Do you own or rent your home? What church do you attend?
• Do you have any debts?
• Do you belong to any social or political groups?
• How much and what kinds of insurance do you have?
• Do you suffer from an illness or disability?
• Have you ever had or been treated for any of these conditions or diseases? (followed by a checklist)
• Have you been hospitalized? What for?
• Have your ever been treated by a psychiatrist or psychologist?
• Have you had a major illness recently?
• How many days of work did you miss last year because of illness?
• Do you have any disabilities or impairments that might affect your performance in this job?
• Are you taking any prescribed drugs?
• Have you ever been treated for drug addiction or alcoholism?
• Do you plan to get married?
• Do you intend to start a family?
• What are your day care plans?
• Are you comfortable supervising men?
• What would you do if your husband was transferred?
• Do you think you could perform the job as well as a man?
• Are you likely to take time off under the Family and Medical Leave Act?
• Are you a United States citizen?
• Have you ever been arrested?

For more information, please review the Guidelines for Recruiting a Diverse Workforce

http://go.ncsu.edu/search_guidelines