

## **CAPITOL REGION COUNCIL OF GOVERNMENTS**

### **EMPLOYMENT INTERVIEW BEST PRACTICES**

**General Rule:** Limit your questions to those that seek information that is essential for determining job qualification - skills, experience and performance.

**General Rule:** Avoid inquiries that directly, *or indirectly*, elicit information regarding race, sex, national origin, age, religion, genetic information, gender identity or expression, marital status, pregnancy, child rearing, ancestry, disability, status as a veteran or any other protected class. (C.G.S. § 46a-60).

Examples of problematic questions:

- When did you graduate high school (or college)?
- Where (or on what days) do you practice religion?
- What is your maiden name?
- What is your native language?
- Where are your parents from?
- Are you planning on having children/how many children do you have?
- What are your childcare arrangements?

**Do:** *Be prepared*

- Review the candidate profile information beforehand
- Have sample questions prepared (review the candidate profile information prior to interview)

**Do:** *Be informative*

- Provide information about the position, its responsibilities, the skills required and hours of work

**Do:** *Inquire about schedule availability*

- **Example: Are there any days or times you are generally not available to work?**
- If yes, **Do Not** ask why, as that may elicit information such as religion, child care, etc.

**Do:** *Be consistent*

- Conduct consistent interviews amongst applicants
- Use a candidate evaluation form

**Do:** *Be careful*

- With what you ask
- With responding to voluntary disclosures of protected class membership
- With what you write on evaluation forms-limit it to job qualifications

**Don't:** *Ask about salary history* (Public Act 18-18; Conn. Gen. Stat. § 31-75)

**Don't:** *Make Promises*

- As to opportunities for advancement, long term employment or job security (can form the basis of an implied contract)

### **Dealing With Disclosed Disabilities:**

**Do:** Ask about what reasonable accommodations may be required by an applicant who identifies as disabled

- How often will breaks be needed, how long must they be
- Is there equipment that will assist you to perform essential job functions

**Don't:** Ask about physical conditions or nature of a disability that is voluntarily disclosed

**Don't:** Ask follow-up questions about reasonable accommodations if the employee denies the need for such