

INTERVIEW QUESTIONS TO AVOID

Subject	Avoid Asking	Comments
Name	About name change; whether it was changed by court order, marriage, or other reason Maiden name	Ask after selection if needed to check on previously held jobs or educational credentials
Address	For addresses outside Canada	
Age	For birth certificates, baptismal records, or about age in general	If precise age is required for benefit plans or other legitimate purposes, it can be determined after selection
Sex	Males or females to fill in different applications About pregnancy, child bearing plans, or child care arrangements	During the interview or after selection, the applicant, for purposes of courtesy, may be asked which of Dr., Mr., Mrs., Miss or Ms. is preferred
Marital Status	Whether the applicant is single, married, divorced, engaged, separated, widowed, or living common-law Whether an applicant's spouse may be transferred About the spouse's employment	Information on dependents can be determined after selection if necessary
Family Status	Number of children or dependents About child care arrangements	Contacts for emergencies and/or details on dependents can be determined after selection
National or ethnic origin	About birthplace, nationality of ancestors, spouse, or other relatives Whether born in Canada For proof of citizenship	Documentation of eligibility to work (papers, visas, etc.) can be requested after selection
Military Service	About military service in other countries	

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Language	Mother tongue Where language skills obtained	Testing or scoring applicants for language proficiency is not permitted unless job-related
Race or Colour	About race or colour, including colour of eyes, skin, or hair	
Photographs	For photo to be attached to applications or sent to interviewer before interview	Photos for security passes or company files can be taken after selection
Religion	Whether applicant will work a specific religious holiday About religious affiliation, church membership, frequency of church attendance For references from clergy or religious leader	Accommodation of an employee's religious beliefs is the employer's duty
Height and Weight		No inquiry unless there is evidence they are genuine occupational requirements
Disability	For a list of all disabilities, limitations or health problems Whether the applicant drinks or uses drugs Whether the applicant has ever received psychiatric care or been hospitalized for emotional problems Whether the applicant has received workers' compensation	A disability is only relevant to job ability if it: Threatens the safety of the applicant, co-workers or the public Prevents the applicant from a safe and adequate job performance even when reasonable efforts are made to accommodate the disability
Medical information	Whether an applicant is currently under a physician's care Name of family doctor Whether receiving counselling or therapy	Medical exams should be conducted after selection and only if an employee's condition is related to job duties Offers of employment can be made conditional on successful completion of a medical exam



Human Resources Manual – Staffing Guidelines

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Pardoned conviction	Whether an applicant has ever been convicted Whether the applicant has ever been arrested Whether the applicant has a criminal record	Inquiries about criminal record or convictions are discouraged unless related to job duties
Sexual orientation	About the applicant's sexual orientation	Contacts for emergencies and/or details on dependents can be determined after selection
References		The same restrictions that apply to questions asked of applicants apply when asking for employment references