

DOs and DON'Ts:

GENERAL INTERVIEW

Name	DO	Ask the names by which the applicant is known
	DON'T	Ask for a maiden name
Disability	DO	Ask about ability to perform specific job functions (e.g. lifting)
	DON'T	Ask whether any medical condition or disability prohibits lifting
	DON'T	Ask about a history of workers' compensation, unemployment or FMLA leave
Age	DO	Ask about age if the applicant appears underage
	DON'T	Ask for DOB or dates of high school attendance
Gender	DON'T	Ask about marital/family status or whether the applicant has children/dependents
	DON'T	Ask questions regarding child-care arrangements or pregnancy
	DO	Advise all applicants about attendance requirements and hours/overtime
Religion	DON'T	Ask whether the applicant's religion prevents him or her from working on weekends
	DO	Advise all applicants of regular work days and hours

For more information on these topics, visit Hill Wallack LLP's Employment Law blog - <http://www.pa-nj-employmentlaw.com>



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