



Interview Question Guide: Ask THIS, Not THAT

Keep interviews legal, objective, and focused on whether the candidate can meet the essential job qualifications. Use the examples below as your quick reference guide.

Topic	✅ Ask This	❌ Not That
Experience & Qualifications	Can you describe how your previous work has prepared you for the responsibilities of this role?	How long have you been working? *(May hint at age or make assumptions about experience based on tenure rather than quality) *
Availability & Commitment	Are you available to work the required schedule for this position?	Do you have kids or family responsibilities that would interfere with your schedule? *(Discriminatory based on family status) *
Long-Term Fit	Where do you see yourself in the next 2–3 years professionally?	When do you plan to retire? *(Age discrimination risk) *
Motivation & Interest	What interests you about this role and our organization?	This job requires a lot of energy. Do you think you can keep up with our younger team? *(Age bias) *
Adaptability & Problem Solving	Tell me about a time you had to quickly adjust to unexpected changes at work.	Do you have any disabilities that would make it hard for you to adapt? *(Violates ADA) *
Teamwork & Interpersonal Skills	Describe a time when you had to collaborate with someone who had a very different working style than you.	Are you comfortable working with people of different sexual orientations or beliefs? *(Risk of violating protections for LGBTQ+ or religious groups) *
Strengths & Weaknesses	What would your former colleagues say are your strengths?	What kind of personality do you have? *(Too vague and may lead to subjective bias) *
Job Requirements	This job requires lifting up to 50 lbs. Are you able to meet this requirement with or without accommodation?	Are you physically fit or strong enough for the job? *(Disability or gender discrimination) *
Schedule & Transportation	Can you reliably commute to work or meet the job's travel requirements?	Do you own a car? *(Can disproportionately affect certain socioeconomic groups) *