



UNIVERSITY OF CONNECTICUT

OFFICE OF DIVERSITY & EQUITY

NON-DISCRIMINATORY INTERVIEWING: 12 BASIC CAVEATS

1. Matters related to a candidate's race, ancestry, or national origins are not open for discussion, except in a limited number of circumstances. Therefore, do not pose questions about them.
2. To avoid any inference that an applicant's citizenship status or national origin influenced a hiring decision, ODE does not advise search committees or hiring managers to engage in conversations regarding citizenship, nationality or legal authorization to work in the United States prior to extending an offer of employment.
3. A candidate's religious preference is his or her private affair. Do not intrude.
4. Attempts at "in" jokes related to race, religion, sexual orientation, disability, sex, etc., must be avoided.
5. Candidates should not be questioned about childcare arrangements, birth control practices, plans for family, etc. It must not be assumed that these issues are relevant to a woman's candidacy or job performance.
6. It is unwise to make assumptions or to seek information about a candidate's partner or spouse and their employment options unless the applicant indicates that this is a factor to be considered.
7. Marital status and living arrangements are not usually employment- related topics and should not be discussed.
8. Avoid discussing age. Do not assume that young and vital are synonymous, or that stability and good judgment are functions of chronological age.
9. Do not express value judgments about University social life, which could be expected to discourage unmarried or minority candidates. Provide factual information and leave the appraisals to the candidates.
10. Do not ask questions about the candidate's civil rights litigation with former employees.
11. Avoid introducing biases into the discussion as a means of testing the candidate's reactions. For example, do not say to a woman, "You would be the only woman in the office. Do you think you can handle the teasing?"
12. Comments about a candidate's physical appearance are inappropriate, even when intended as compliments. It is best to avoid making such remarks at all. (Dress codes, if

they exist, should be mentioned to all candidates. If dress codes or expectations do exist, they should be non-discriminatory and uniformly applied.)