## University of Central Florida Office of Nondiscrimination & Accommodations Compliance Acceptable and Unacceptable Interview Questions

Topic	Acceptable	Unacceptable
Age (ADEA)	If age is a legal requirement, can ask "If hired, can you furnish proof of age?" or a statement that hire is subject to age verification.	What is your date of birth?
Attendance/reliability (ADA, Rehabilitation Act, Sections 503 and 504, FMLA, Title VII, EPA, PDA, ERISA)	What hours and days can you work?	How many children do you have?
	Are there specific times that you cannot work?	What religion are you?
Citizenship/ national origin (Title VII, IRCA)	Are you legally eligible for employment in the United States?	What is your national origin? Where are your parents from?
	Have you ever worked under a different name?	What is your maiden name?
National origin (Title VII, IRCA)	None	What is your father's surname? What are the names of your relatives?
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Disability	Can you perform the duties of the job you are applying for?	Do you have any disabilities?
(ADA, Rehabilitation Act,	None	Have you ever filed a workers' compensation claim?
Sections 503 and 504)	None	Have you ever been injured on the job?
Genetic Information (GINA)	None	Have any of your close relatives had a heart attack or been diagnosed with a heart condition? Do mental health conditions such as bipolar disorder, depression, or schizophrenia run in your family? Have you had genetic tests to determine whether you are at risk for cancer?
Pregnancy (PDA, ADA, Title VII, FMLA)	None	Are you pregnant? Do you plan to have children within the next year?
Arrest Record	Have you every been convicted of a crime? (Give details)	Have you ever been arrested?
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		Do you own your own home?
Credit record (Title VII)	None	Have you ever declared bankruptcy?
Military record (VEVRAA, USERRA, ADA, Rehabilitation Act, Sections 503 and 504)	What type of education, training, and work experience relevant to the job did you receive while in the military?	What type of discharge did you receive?

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Language (Title VII)	What languages do you speak and write fluently? (if the job requires additional languages)	What is your native language? How did you learn to read, write, or speak a foreign language?
Organizations (Title VII)	Inquiry into an applicant's membership in organizations that the applicant considers relevant to his or her ability to perform the job	List all clubs, societies, and lodges to which you belong.
Race or color (Title VII)	None	Complexion or color of skin
Weight, height, eye		
color (Title VII)	Only if there is a bona fide occupational qualification	
Religion (Title VII)	Only if there is a bona fide occupational qualification	What is your religious denomination, religious affiliations, church, parish, pastor? What religious holidays do you observe?
Gender	Only if there is a bona fide	Do you wish to be addressed as Mr.,
(Title VII)	occupational qualification	Mrs., Miss, or Ms.?
Sexual Orientation/Gender Identity (Title VII)		Inquiries about an applicant's sex (including sexual orientation, gender identity, or transgender status) are generally viewed as not job-related and problematic under Title VII
Marital Status (Title VII)	None	Are you married? Where does your spouse work? What are the ages of your children, if any?
Salary history	What are your salary expectations for this position? *See note below for additional guidance.	What is your current salary? What was your starting and ending salary in any prior position?
Education (ADEA, Title VII)	Do you have a high school diploma or equivalent? Do you have a university or college degree? (if relevant to job performance)	What year did you graduate from high school or college?
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Postsecondary Educational Institutions – Political Loyalty Tests FL HB 931; FL SB 266; FL BOT Regulation 9.016	Tell us about a time when you have taken steps to ensure that everyone's perspectives were included. Describe the situation, the actions you took, and the outcome. OR Provide us with an example of your approach to create or foster respect in the classroom OR work environment.	Tell me about a time when you advocated for diversity and inclusion in the workforce. OR How will you contribute to the University's efforts to enhance diversity, equity, and inclusion in a meaningful way? OR Please share with us what diversity, equity, inclusion, and belonging meant to you and why are they important?

Laws (Federal)	Summary of Law
Age Discrimination in	ADEA prohibits employment discrimination against persons 40 years of age
Employment Act (ADEA)	or older.

Americans with Disabilities Act	ADA prohibits discrimination against people with disabilities in several areas,
(ADA)	including employment, transportation, public accommodations,
	communications and access to state and local government' programs and
	services.
Employee Retirement Income	ERISA sets minimum standards for most voluntarily established retirement
Security Act (ERISA)	and health plans in private industry to provide protection for individuals in
	these plans.
Equal Pay Act (EPA)	EPA prohibits sex-based wage discrimination between men and women in
,	the same establishment who perform jobs that require substantially equal
	skill, effort, and responsibility under similar working conditions.
Family and Medical Leave Act	FMLA entitles eligible employees of covered employers to take unpaid, job-
(FMLA)	protected leave for specified family and medical reasons with continuation of
	group health insurance coverage under the same terms and conditions as if
	the employee had not taken leave.
Genetic Information	GINA prohibits discrimination on the basis of genetic information with respect
Nondiscrimination Act (GINA)	to health insurance and employment.
Immigration Reform & Control	IRCA makes it an unfair immigration-related employment practice for an
Act (IRCA)	employer of three or more persons to discriminate against any individual
	(other than an unauthorized alien) with respect to hiring, recruitment, firing, or
	referral for fee, because of such individual's origin or citizenship (or intended
	citizenship) status. UCF's online application includes the legally authorized
	work authorization/sponsorship inquiries that employers can make. <i>If there</i>
	are questions or concerns about an applicant's work authorizations
	status, please consult with UCF's General Counsel or HR-Talent
	Acquisition.
Pregnancy Discrimination Act	PDA prohibits discrimination based on pregnancy when it comes to any
(PDA)	aspect of employment, including hiring, firing, pay, job assignments,
	promotions, layoff, training, fringe benefits, such as leave and health
	insurance, and any other term or condition of employment.
Pregnancy Workers Fairness	PWFA requires a covered employer to provide reasonable accommodation to
Act (PWFA)	a worker's (including an applicant's) known limitation related to pregnancy,
, ,	childbirth, or related medical conditions, unless the accommodation will
	cause the employer an undue hardship.
Rehabilitation Act, Sections	The Rehab Act prohibits discrimination on the basis of disability in programs
503 and 504	conducted by federal agencies, in programs receiving federal financial
	assistance, in federal employment and in the employment practices of federal
	contractors.
Title VII of the Civil Rights Act	Title VII prohibits employment discrimination based on race, color, religion,
(Title VII)	sex, and national origin.
Uniformed Services	USERRA protects service members' and veterans' civilian employment
Employment and	rights. Under certain conditions, USERRA requires employers to put
Reemployment Rights Act	individuals back to work in their civilian jobs after military services. It also
(USERRA)	protects servicemembers from discrimination in the workplace based on their
(USLIXIA)	military service or affiliation.
Vietnam Era Veterans'	VEVRAA is a law that prohibits federal contractors and subcontractors from
Readjustment Assistance Act	
	discriminating in employment against protected veterans and requires
(VEVRAA)	employers take affirmative action to recruit, hire, promote, and retain these
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Executive Order 14173	Protects individual Americans from discrimination based on race, color,
	religion, sex, or national origin; employment decisions should be based on
	evidence that an individual meets the posted minimum and preferred
	qualifications as well as demonstrated and discernible initiative, excellence,
	and hard work (merit).
FL HB 931; FL SB 266; FL	Prohibits public institutions of higher education from requiring completion of
BOT Regulation 9.016	political loyalty test or for persons to meet certain qualifications.
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