



Our team is committed to providing our services to businesses of all types, regardless of size or industry.

As a Human Resource representative of your organization both you and the company may face serious legal consequences if you are not careful in your interviewing. *It is unlawful to ask any questions about:* race, age, marital status, religious preference, national origin, disability, sexual orientation, political affiliations or other areas that may be prohibited by Michigan laws.

Focusing on the applicant's skills and specific job requirements ensures that employers select the most qualified candidate and avoid hiring by stereotypes. A carefully written job description that outlines the required skills and abilities for a position is an effective way to ensure sound selection procedures and avoid unlawful discrimination.



Subject	Lawful Inquiry	Unlawful Inquiry
Age	Are you 18 or older?	Applicant's age or date of birth
Birthplace		Birthplace of applicant and applicant's relatives; birth certificate, naturalization & baptismal records, unless required by federal law
Citizenship	Are you legally authorized to work in the United States?	These questions are unlawful unless asked as part of the Federal I-9 process: <ul style="list-style-type: none"> - Of what country are you a citizen? - Are you a naturalized or native born citizen? - Are your parents or spouse naturalized or native born citizens?
Disability	Are you able to perform the essential functions of the job with or without reasonable accommodation?	Physical or mental conditions which are not directly related to the requirement of a specific job.
Education	Applicant's academic, vocational or professional education & schools attended	
Genetic testing		Applicant's genetic information; requiring applicant to undergo genetic testing
Height or weight		Applicant's height or weight
Marital status		Marital status or children, titles such as Mr., Mrs., or Ms.
Name	Applicant's name; other names used by applicant	Applicant's Maiden name
National origin	Languages spoken & written by applicant	Applicant's lineage, ancestry, national origin or nationality
Emergency contact	Name, address, & telephone number of person to be notified in case of accident or emergency	Name, address, & telephone number of relative to be notified in case of accident or emergency
Organizations	Organizations & clubs to which applicant belongs except as noted in column to the right	Names of organizations to which an applicant belongs IF information would reveal the race, color, religion, national origin or ancestry of the members of the organization
Photograph		Applicant's photograph prior to hire
Race or color		Applicant's race, national origin or color
Religion		Religious denomination or affiliation; religious holidays observed
Sex		Applicant's gender; ability or desire to have children; child care arrangements
Military record	What type of education, training, work experience did you receive while in the military?	Discharge status
Arrest Records	Employers may ask about felony or misdemeanor convictions or felony arrests which did not result in a conviction.	Employers may not ask an applicant about a misdemeanor arrest which did not result in a conviction.

**EEO/Workforce Diversity Plans – Equal Employment Opportunity and Workforce diversity plans are permitted to require the aggregate collection of data regarding race, religion, color, national origin, sex or disability of applicants and employees, so long as the data is separated from any hiring or promotional processes.

Source: Equal Employment Opportunity Commission (EEOC). <http://www.eeoc.gov>.