



# Interviewing Do's and Don'ts

Well meaning, conversational, but poorly constructed interview questions could lead to claims of discrimination.

## **DON'T Ask:**

- Are you married?
- Do you have a family?
- Where are you from?
- Are you a US citizen?
- Salary history questions – Mass.
- Advertising for: recent college graduates, stating the job requires high energy, or digital natives can bring claims of age discrimination.

## **Do Ask:**

- For specific examples
- Follow up questions
- Behaviorally based interview questions
- Let the candidate talk (80/20)
- The same question to all candidates
- What are your salary expectations?
- Do you have a non-compete at your current employer?

## **Reminders:**

- Take only job-related notes
- Base decision solely on job-related factors
- Use the job description
- Guard against biases, common pitfall in interviewing process! (ex: stereotyping, inconsistent questions, negative emphasis, contrast effect)
- Interview for skills, not just personality