

GUIDE FOR LEGAL INTERVIEWING

	On-Target	Off-Target
Name	a) To ask whether an applicant's work records are under another name, for purposes of access to these records.	a) To ask the ethnic origin of an applicant's name. b) To ask if a woman is a Miss, Mrs., or Ms. c) To request applicant to provide maiden name.
Address/Housing	a) To ask for applicant's address, phone number, and/or how he or she can be reached.	a) To request place and length of current and previous addresses.
Age	a) After hiring: to require proof of age by birth certificate. b) To indicate minimum legal age for specific type of employment.	a) To ask age or age group of applicant. b) Before hiring: to request birth certificate or baptismal record.
Race/Color National Origin	a) To indicate that the institution is an equal opportunity employer. b) After hiring: to ask race and/or national origin for Affirmative Action Plan statistics.	a) To make any inquiry that would indicate race, color, or national origin.
Gender	a) To indicate that the institution is an equal opportunity employer. b) After hiring: to ask gender Affirmative Action Plan statistics.	a) To make an inquiry which would indicate gender unless job related. (Such R377ator

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Education	a) To ask whether the applicant has the academic, professional, or vocational training required for the job, and to ask	