

# INTERVIEWING GUIDELINES FOR ADA COMPLIANCE

## Pre-employment Inquiries

### Questions to be Avoided:

Do you have a disability?

Have you ever had a disability?

Do you have, or have you ever had, a serious illness (i.e. AIDS, back problems, mental illness, diabetes, heart conditions, ulcers, etc.)?

Do you wear a hearing aid?

Do you need to wear glasses?

Have you ever been treated for mental illness?

Have you ever been hospitalized? For what?

Do you need medical and/or disability insurance?

Do you have any friends or family members with disabilities?

Did you need assistance or accommodation on your last job?

Have you ever been treated for alcoholism or drug addiction? Have you used illegal drugs or abused alcohol in the past?

Are you taking any prescribed drugs?

Do you smoke?

How many days per year were you absent from previous jobs because of illness?

Have you ever had an on-the-job injury?

Have you ever filed a worker's compensation claim?

### Permissible Inquiries:

Do you need any assistance or accommodation during this interview?

Here is a job description for this position. Are you able to perform the essential functions of this position?

(Only if the applicant volunteers that s/he requires accommodation to perform the job) What accommodation do you think will allow you to perform the essential functions of this job?

The University does not allow the use of alcohol or illegal drugs on campus, or while on University business off-campus. Will you be able to comply with this policy?

The University does not allow smoking in its buildings or vehicles. Will you be able to comply with this policy?

How many days per year were you absent from previous jobs for any reason (not limited to days missed due to illness)?

Have you ever been involved in an on-the-job accident that injured co-workers or members of the public?