

Dear _____ ,

Thank you for participating in the search process for the _____ position. When meeting with the candidates, it is important that you are aware of topics that are inappropriate to discuss. Please take time to review the *Guidelines for Recruiting a Diverse Workforce*, specifically pages 23-24 (link below). The guidelines provide detailed information about topics that would require a candidate to reveal information related to membership in a protected group. Below is a short list of example questions that should **not** be asked of candidates:

- Are you married? Divorced?
- If you're single, are you living with anyone?
- How old are you?
- Do you have children? If so, how many and how old are they?
- Do you own or rent your home? What church do you attend?
- Do you have any debts?
- Do you belong to any social or political groups?
- How much and what kinds of insurance do you have?
- Do you suffer from an illness or disability?
- Have you ever had or been treated for any of these conditions or diseases? (followed by a checklist)
- Have you been hospitalized? What for?
- Have you ever been treated by a psychiatrist or psychologist?
- Have you had a major illness recently?
- How many days of work did you miss last year because of illness?
- Do you have any disabilities or impairments that might affect your performance in this job?
- Are you taking any prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?
- Do you plan to get married?
- Do you intend to start a family?
- What are your day care plans?
- Are you comfortable supervising men?
- What would you do if your husband was transferred?
- Do you think you could perform the job as well as a man?
- Are you likely to take time off under the Family and Medical Leave Act?
- Are you a United States citizen?
- Have you ever been arrested?

For more information, please review the Guidelines for Recruiting a Diverse Workforce

http://go.ncsu.edu/search_guidelines