

**Santa Monica College  
Screening/Selection Committee Orientation**

# **Equal Employment Opportunity**

## **Hiring Training Questions**

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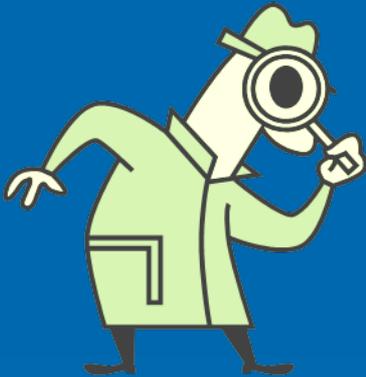
310-434-4415

# Parameters for Legally Acceptable Questions

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✓ Ask only job-related questions.



Guiding principle to asking questions to applicants:

- Can the employer (SMC) demonstrate a job-related necessity for asking the question?
  - Intent
  - Use of information

Source: <http://www.workforce.com/articles/interview-questions-legal-or-illegal>

⊗ Discourage candidates from volunteering personal details.

# Make Every Question Count

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- ☑ Each question should require the candidate to draw from his/her past experiences.
- ☑ Create questions that will encourage candidates to expand upon their qualifications, experience, and global thinking.
- ☑ Use broader, more open ended questions.
  - Describe...
  - Provide a brief overview...
  - What are some of the most difficult...



# The Hypothetical Question

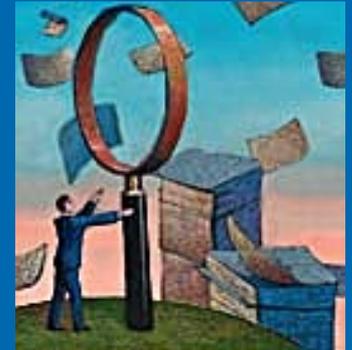
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The hypothetical question ascertains how an applicant would respond to a situation involving a specific set of variables.

- ☑ Determine the qualifications of a given position.
- ☑ Determine the responsibilities involved.
- ☑ Create an imaginary yet plausible situation.

- Tests applicant's ability to perform the job prior to hiring.
- Tests values and attitudes of applicant.



# Examples of Permissible Questions

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1. Are you familiar with the demographic makeup of our student body and the Los Angeles County community?
2. What is your past experience working with ethnic/cultural/socioeconomic groups different than your own?
3. How has your experience and background prepared you to be effective in this environment with its diversity values?
4. What do you see as the most challenging aspect of a diverse working environment? What steps have you taken to meet this challenge?

Source: <http://www.shrm.org/templatestools/samples/interviewquestions/pages/diversity.aspx>

# Examples of Permissible Questions

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5. Tell us about a time you had to alter your work style to meet a diversity need or challenge?
6. How have you handled a situation when a colleague was not accepting of others' diversity?
7. What efforts have you made or been involved with, to foster diversity, competence, and understanding?
8. What kind of leadership efforts would you make to ensure a commitment to diversity at SMC?

Source: <http://www.shrm.org/templatestools/samples/interviewquestions/pages/diversity.aspx>

# Goal

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Unleash the potential of each candidate you interview .

# Questions Related to Birthplace or National Origin

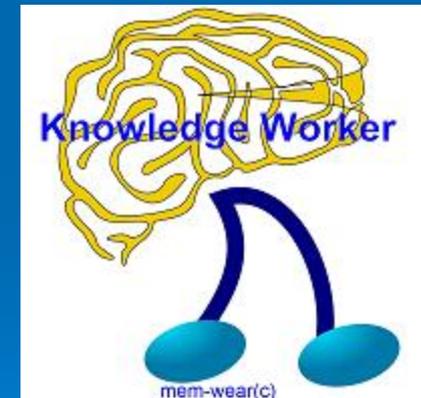
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## ⊗ Illegal Examples:

- How long has your family been in this country?
- That's an unusual name. What does it mean?
- How did you learn English?

## ☑ Acceptable Question:

- Are you eligible to work in the U.S.?



# Questions Related to Marital Status, Children or Childcare

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## Illegal Examples:

- Are you planning to have children?
- What does your spouse/partner do?
- What are your childcare arrangements?

## Acceptable Question:

- Would you be able to work a 9:00am to 6:00pm schedule?\*

*\*If asked of all applicants, and a specific work schedule is a business necessity.*

# Questions Related to Religion or Religious Observance

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## ⊗ Illegal Examples:

- What is your religious affiliation?
- What religious holidays do you celebrate?
- Do you attend church every week?

## ☑ Acceptable Question:

- Can you work on weekends?\*



*\*If asked of all applicants, and weekend work is a business necessity.*

# Questions Related to Physical Disability, Health or Medical History

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## ⊗ Illegal Examples:

- Are you able to use your legs at all?
- Do you have any pre-existing health concerns?
- Are you on medication?

## ☑ Acceptable Question:

- Can you perform the essential functions of the job with or without reasonable accommodation?\*



*\*If asked of all applicants.*

# Questions Related to Age

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## ⊗ Illegal Examples:

- How old are you?
- What year were you born?
- Where were you when JFK was assassinated?

## ☑ Acceptable Question:

- Are you over the age of 18?\*



*\*If asked of all applicants.*

# Questions Related to Criminal Record

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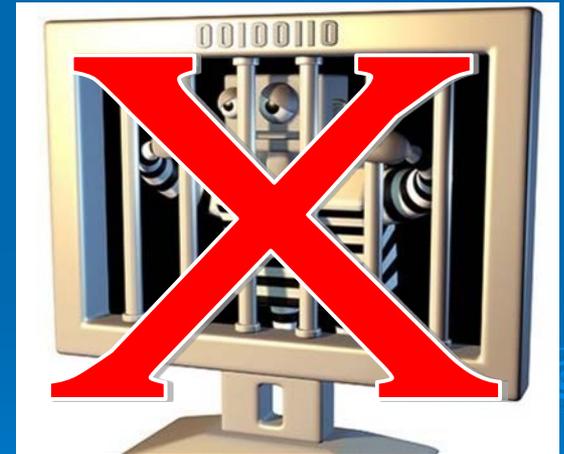
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## ⊗ Illegal Examples:

- Have you ever been arrested?
- Have you ever spent the night in jail?
- Have you ever been caught driving under the influence of alcohol or drugs?
- Have you ever been convicted of a crime?

## ☑ Acceptable Question:

- During the interview, there are NO acceptable questions related to an applicant's/candidate's criminal history.\*



*\*AB 1008, effective January 1, 2018 prohibits any questions related to criminal history until after a conditional offer of employment is offered.*

# Remember...

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- Do NOT ask questions that could elicit information related to legally protected status (race, color, sex, religion, national origin, birthplace, age, disability, marital/family status, etc.).
- Discourage candidates from volunteering personal details.